Small Job Agreement

Prepared with Signathing. Roles: Contractor, Customer.

1. Parties and property

Contractor (name or business): _____

Contractor phone and email: _____

Customer (name): _____

Customer phone and email: _____

Property address where the work is done: _____

The Customer hires the Contractor to do the work described below at the property above, and the Contractor agrees to do it, on the terms in this agreement. If the Customer does not own the property, the Customer confirms they have the owner's permission for the work.

2. The work

Work to be done (what, where, materials and finishes): _____

Not included (anything the Customer might expect that is not part of this job): _____

Materials supplied by: _____
Choices: Contractor supplies all materials / Customer supplies the materials listed below, Contractor supplies the rest / Customer supplie

Materials the Customer supplies, if any: _____

The Contractor does the work in a good and workmanlike manner, following the manufacturers' instructions and the building codes that apply, and supplies the labor, tools and materials unless stated otherwise above. Materials match the description given, or an equal the Customer approves. Anything not listed as included is not part of the price.

3. Price and payment

Price basis: _____
Choices: Fixed price for the work described / Estimate; final price based on actual time and materials / Time and materials at the hourly rate below

Price or estimate ($): _____

Hourly rate, if time and materials ($ per hour): _____

Deposit due at signing ($, or 0): _____

Progress payment ($ and when, or none): _____

Balance due: _____
Choices: On completion, before the Contractor leaves the site / Within 7 days of completion / Within 14 days of completion

Payment methods accepted (cash, check, card, transfer, app): _____

The Customer pays the deposit when this agreement is signed, any progress payment when the stage named is reached, and the balance when the work is complete. Some states cap the deposit a contractor may take on a home improvement job or say how it must be held; the Contractor keeps the deposit within what the law of the governing state allows. On an estimate, the Contractor tells the Customer before the cost goes more than ten percent over the estimate, and the Customer may approve the extra or stop the work and pay for what is done. A payment not made within seven days of its due date may carry interest at the lesser of 1.5% per month or the maximum the law of the governing state allows.

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.

4. Schedule

Start date (or within this many days of the deposit): _____

Expected finish date: _____

Dates are good-faith estimates. Weather, supplier delays, backordered materials, hidden conditions found once the work opens up, and changes the Customer asks for extend the schedule by the time lost. The Contractor tells the Customer promptly when a delay comes up and gives a new expected date.

5. Changes

Once work starts, the Customer may ask for more work or a different finish, and the Contractor may find something that has to be fixed before the job can go on (rot behind a wall, an unpermitted wire, a footing that will not hold). Either way, no extra work is owed or billed unless it is written in a change order that says what the change is, what it costs and how it moves the schedule, and both sign it before the extra work begins. A text or email that both parties clearly agree to counts as a signed change order. The one exception is work needed right away to stop damage or make the site safe, which the Contractor does and prices afterward.

6. Permits and inspections

Permits pulled by: _____

Choices: Contractor pulls any permits needed / Customer pulls the permits as owner / No permit is needed for this work

Whoever is named above applies for the permits the job needs and schedules the inspections. Permit and inspection fees are included in the price unless listed as not included. Neither party asks the other to skip a permit the local building office requires.

7. Site, access, utilities and cleanup

The Customer gives the Contractor access to the work area and a path to it on working days, keeps children and pets clear of it, moves personal items out of the area before work starts, and lets the Contractor use water and electricity at the property. The Contractor protects floors and surfaces near the work, keeps the area reasonably tidy each day, and leaves the site broom-clean with debris removed when the job is done. Debris removal and dumpster fees are included unless listed as not included.

8. Warranty

The Contractor warrants its workmanship for one year from the date the work is complete and fixes any defect in that workmanship at no charge after the Customer gives written notice within the year. Materials carry the manufacturers' warranties, which the Contractor passes through to the Customer along with any paperwork needed to make a claim. The warranty does not cover normal wear, damage from misuse or neglect, work by others, or materials the Customer supplied.

9. Insurance and license

General liability insurance carried: _____

Choices: Yes, see the certificate attached / No

Insurance carrier and policy limit: _____

Contractor license or registration number, if the governing state or city requires one: _____

Certificate of insurance (attach): _____

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.

The Contractor states that the insurance and license information above is true on the date signed. Many states and cities require a contractor to be licensed or registered for home improvement work above a certain dollar amount; the Customer may check the number above with the licensing office. The Contractor is an independent contractor, not an employee of the Customer, and is responsible for its own workers, taxes and the safety of its work area.

10. Cancellation

When a contractor sells a job at the customer's home, or anywhere other than the contractor's regular place of business, federal law (the FTC Cooling-Off Rule, 16 CFR Part 429) and many state laws give the customer the right to cancel within three business days and require the seller to give the customer written notice of that right. Where that applies, the Contractor gives the Customer the cancellation notice the law requires along with this agreement. This agreement records the deal; it is not that notice, and signing it does not shorten the cancellation period. After the cancellation period, either party may end this agreement for the other's material breach that is not cured within seven days of written notice, and the Customer pays for work done and materials ordered that cannot be returned.

11. Disputes and governing state

If something goes wrong, the parties first talk it through and try to settle it between themselves. A dispute that is not settled within thirty days may go to mediation if both agree, or to small claims court or another court in the county where the property is located, under the law of the governing state below.

Governing state: _____

12. Entire agreement

This is the whole agreement for this job and replaces any earlier quote, text or conversation. Changes must be in writing and signed by both. If any part cannot be enforced, the rest stands. Each party gets a signed copy.

- ☐ Customer confirms they received a copy of this agreement
- ☐ Contractor confirms the insurance and license statement in section 9 is current

Signatures

Contractor

Signature	Date	Printed name

Customer

Signature	Date	Printed name

A general form from Signathing (AllContraX LLC), provided as a convenience. Use it at your own risk. It is not legal advice, no attorney has reviewed it, and it is not a claim that it complies with any law. Rules change and vary by state and city. Check the rules that apply to you, and ask your own attorney, before you rely on it.