



**National
Lock & Locker
L.L.C.**

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Lock Combination Change Service Agreement

*** This document is a Service Agreement describing services performed for payment rendered only. ***

Services to be provided by National Lock & Locker will include:

- Inspect each locker under this service agreement.
- Inspect each lock and set new combination for the next school year.
- Compile a list of repair issues and submit it to the school. The school may then request a repair quote, which will include itemized prices for parts and labor. Repair work can then be scheduled for the upcoming school year beginning September 1st.
- Provide Student Assignment Cards and Office Combination Sheets for the current school year.
- After lockers have been assigned, school personnel should make a list of any combination-related issues with the locker system. At that time the list will be addressed by a representative of National Lock & Locker. The school has 30 days from the beginning of the new school year to request maintenance follow-up. After that time, a trip charge may be assessed.

Service Agreement: AGREEMENT DATE: _____ P.O. NUMBER: _____

National Lock & Locker will perform the above listed services. When the services have been completed, an invoice will be provided to the party listed below. Payment will be made within 30 days of the start of the school year unless an alternate time frame has been discussed and agreed upon by National Lock & Locker and a school representative. If payment has not been received by the due date a late fee may be assessed. National Lock & Locker will require a minimum 3-year commitment for all new accounts in lieu of a setup charge. The initial price will be locked in for that length of service. Lockers must be accessible on the scheduled service date. If not, a return service trip will be scheduled and an additional trip charge will apply.

Annual Rate & Length of Service:

_____ Lock Combination Change @ \$ _____ per Locker Opening = \$ _____.
 _____ Lock Combination Change @ \$ _____ per Locker Opening = \$ _____.

Authorization:

This agreement will begin in the school year _____ and run for _____ consecutive years. After such term this agreement automatically renews each year unless cancelled by either party. To cancel this service after the initial term, written notice must be given prior to April 1. Such notice is required in order to prevent preparation of computer records and other system planning for the current school year. After the initial term, National Lock & Locker retains the right to moderately increase the price rate for its services.

SCHOOL: _____ PHONE: _____

ADDRESS: _____

BY: _____ Email: _____

POINT OF CONTACT: _____ Email: _____

BOOKKEEPER: _____ Email: _____

National Lock & Locker Representative: _____

Items Needed: _____ Master Records _____ Previous Year Sheets _____ Key _____ Year

Locker Manufacturer(s) and Style(s): _____