Garden maintenance agreement

A plain-English agreement for a regular garden maintenance round. Fill in the blanks, delete what does not apply, and keep a signed copy each.

1. Who this agreement is between

The gardener (we, us)	The customer (you)
Business name	Name
Company number (if a limited company)	Address of the garden
Address	Billing address (if different)
Phone and email	Phone and email
VAT number (only if VAT registered)	Start date of the agreement

2. What each visit covers

We will do the work below on each visit. Write it as jobs the customer recognises, not “general garden maintenance”.

Work included in every visit	Notes
Mow front and back lawns	
Edge the lawns and strim round borders, fences and obstacles	
Weed the borders and beds	
Blow and sweep paths, patio and drive	

Work that costs extra and is quoted separately	Price or basis
Hedge cutting, pruning, leaf clearance, lawn treatments, planting, clearing a bed	Quoted before the work

3. How often we visit

Frequency	Every week / every fortnight / every four weeks (delete the others)
Usual day	Weekday, with the time as a guide, not a promise
Season	From _____ to _____ each year, or all year round
Rhythm the rest of the year	None / every four weeks / by arrangement

The first visit sets the pattern. If we need to change the usual day for good, we will give you a week's notice.

4. Price and payment

Price	£_____ per visit / £_____ per month (delete one)

VAT	No VAT is charged / VAT at 20% is included in the price above / VAT at 20% is added
When we invoice	After each visit / once a month for the visits made that month
Days to pay	Payment is due _____ days after the invoice date (14 is usual)
How to pay	Bank transfer to the account on the invoice, quoting the invoice number / card, from the link on the invoice / Direct Debit, which you set up once and which collects each invoice on its due date

A monthly fee spreads the season's visits evenly, so some months have more visits than others. If the agreement ends part way through the season, we will work out the visits made against the months paid and either refund or invoice the difference.

We review the price once a year and give you at least four weeks' notice in writing before it changes.

5. Access to the garden

Getting in	Gate code, where the key is kept, or whether someone needs to be home
Parking	Where we can park and unload
Water and bins	Whether we may use the outside tap and the garden waste bin
Pets and hazards	Dogs to keep in, areas to avoid, anything fragile

If we arrive and cannot get in, we will try to reach you and wait ten minutes. A visit we cannot make for that reason is charged at _____ % of the visit price.

6. Clippings and green waste

Delete one: We take grass clippings and green waste from the visit away, and the price includes it. / We leave clippings and green waste in your garden waste bin or compost, and taking it away costs £_____ a visit.

Waste from extra work, such as a hedge cut, is quoted with that work.

7. Weather, holidays and missed visits

Cutting a wet lawn does it no favours. If a visit is rained off, we move it to the next dry day that week. If we cannot fit it in, the round carries on from the next visit. A visit that does not happen is not charged on a per-visit price; on a monthly fee it is credited or made up later in the season.

We will tell you in advance about holidays. If you need to skip a visit, please give us _____ days' notice; otherwise the visit is charged.

8. Ending the agreement

Either of us can end this agreement by giving the other _____ weeks' notice in writing (four weeks is usual). Any visits made before the end date are invoiced as normal.

If you agreed this in your home or by phone, consumer law may give you 14 days to cancel from the date you sign. If you ask us to start within those 14 days and then cancel, you pay for the visits made.

9. Agreed

For the gardener

Signed: _____

The customer

Signed: _____

Free template from tradesender.co.uk. Edit it to suit your business.

Name: _____ Name: _____

Date: _____ Date: _____

This template is a starting point, not legal advice. Check that it suits your business and your customers. GOV.UK and Citizens Advice explain consumer contract rules.