Draft a Basic Contract

Consider the following scenario and draft a basic contract that meets all the necessary elements of a contract and addresses all the required terms set out by ABC Corporation and XYZ Cleaning. Be sure to organize your contract in a straightforward and understandable way, and to check your spelling and grammar to ensure your contract has no errors.

**ABC Corporation and XYZ Cleaners**

Your company, ABC Corporation, has reached a preliminary agreement with XYZ Cleaners, LLC, to provide cleaning services for the company's facilities. ABC has offered XYZ $500 per week to clean its offices. The cleaning will be provided once a week on Friday evenings, and will include vacuuming, emptying refuse containers, removing recyclable materials to the shipping dock, cleaning windows, dusting office furniture, and addressing stains on the floor and walls. In addition, once a month, the floor will be washed. The agreement does not cover the task of cleaning the company's warehouse facility.

Payment for the cleaning service shall be made by check from ABC's checking account monthly, with a payment period running 30 days after each month's cleaning. ABC has agreed that if it does not make payment within 60 days of the service provided, XYZ is entitled to the full-term contract price, covering one year. If ABC is not satisfied with the cleaning services, it will be able to contact XYZ’s customer service department. If the issues are not resolved, ABC can then demand mediation. After six months, either party has the right to terminate the contract upon 60 days’ notice. The contract will run for one year and is renewable.

The president of ABC has called on you to write a contract for the cleaning service. Draft a contract that includes all the key terms of the agreement. Keep in mind important components of a written contract, such as identifying the parties, describing the subject matter of the agreement, providing consideration, specifying the time period covered by the contract, and including the terms. Don't forget to provide signature and date lines. Feel free to conduct an Internet search for sample contracts that will help you in your drafting.