# SECURITY GUARD SERVICE AGREEMENT

**This Agreement** is made and entered into on [Date] by and between:

**Client Name:** [Client’s Full Name or Business Name]  
**Client Address:** [Client’s Address]

**Security Company Name:** [Your Company Name]  
**Company Address:** [Your Company Address]  
**License Number (if required):** [State License Number] (Security company shall provide current license number or indicate “Not Applicable” if legally exempt.)

The parties agree as follows:

## Definitions

For purposes of this Agreement, the following terms shall **have the meanings set forth below:**

* **“Patrolling”** – The routine movement of a guard through designated areas to deter or detect unauthorized or suspicious activity.
* **“Access Control”** – Measures taken to ensure only authorized individuals enter secured areas.
* **“Incident Report”** – A written or digital account of any disturbance, safety issue, or unusual activity observed during a guard’s shift.
* **“Post Orders”** – Site-specific instructions outlining guard duties, schedules, and emergency procedures.
* **“PPE” (Personal Protective Equipment)** – Equipment such as gloves, masks, or vests provided to protect guards during duties.
* **“Confidential Information”** – Any non-public data related to the client’s operations, personnel, security systems, or procedures.
* **“Overtime”** – Hours worked in excess of 8 hours in a day or 40 hours in a week, subject to applicable law.

## 1. Scope of Work:

The security company will provide security guard services at the location(s) listed below. Guards will be responsible for [e.g., patrolling, access control, reporting incidents, and general property observation]. Patrolling and incident reporting shall be conducted in accordance with industry-standard post orders and documentation practices.

## 2. Post Location(s) and Schedule:

* Address: [Job Site Address]
* Hours of Coverage: [Start Time] to [End Time]
* Days of Coverage: [e.g., Monday to Friday]
* Special Event Coverage: [If applicable]

## 3. Guard Qualifications:

Guards assigned to this job will hold valid licenses as required by the state of [State Name]. All guards will be trained in [e.g., CPR, first aid, incident reporting, or firearm use if applicable]. The security company certifies that all guards are in compliance with applicable federal, state, and local licensing and training requirements.

## 4. Equipment and Uniforms:

The security company will provide guards with [list equipment: radios, flashlights, PPE, etc.]. Guards will wear standard company-issued uniforms unless otherwise specified. Any lost or damaged equipment may be subject to replacement costs.

## 5. Payment Terms:

* Hourly Rate: $[Rate] per guard
* Overtime Rate: $[Overtime Rate] (overtime will apply after 8 hours/day or 40 hours/week unless otherwise required by law)
* Billing Schedule: Invoices will be issued [weekly/biweekly/monthly]
* Payment Due: Within [X] days of invoice date  
  Late Payment Fee: $[Fee] after [X] days
* Payment Method: [e.g., ACH, check, client portal]

Client acknowledges responsibility for payment of any certified payroll or prevailing wage obligations if applicable.

## 6. Reporting Requirements:

Guards will submit incident reports using [digital system/paper forms] by the end of each shift. Reports will include details of any disturbances, safety issues, or unusual activity. Copies will be available to the client upon request. Reports shall be stored securely and treated as confidential unless otherwise required by law.

## 7. Termination:

Either party may terminate this agreement with [X] days’ written notice. Immediate termination is allowed if either party violates the terms of this agreement. Termination does not release either party from payment obligations incurred prior to the effective date of termination.

## 8. Indemnity and Liability:

Each party agrees to hold the other harmless from any claims, losses, or damages that result from its own actions or negligence. Security company liability for any claims, including third-party bodily injury or property damage, is limited to the total compensation paid by the client in the preceding [#] days.

## 9. Confidentiality:

Guards will not disclose any client information, security procedures, or observed activity to third parties. All reports and job details remain confidential. This obligation survives the termination of the agreement.

## 10. Dispute Resolution:

If a disagreement arises, both parties agree to first try resolving it through informal discussion. If that fails, the matter will be resolved through [mediation/arbitration] in the state of [State Name]. Each party shall bear its own costs. This agreement is governed by the laws of the state of [State Name].

**SIGNED AND AGREED:**

**Client Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Security Company Representative:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Printed Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_