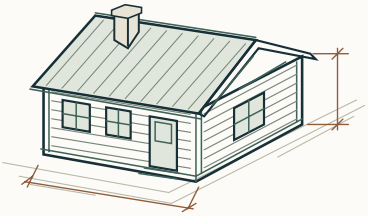
AGREEMENTS / BLANK TEMPLATE

Specialist-trade coordination agreement



Separate Avalon’s coordination fee from the specialist’s technical scope and price.

TEMPLATE VERSION
2026-11-24.1

COMPLETED BY
Client and Avalon

For remote acceptance. Verify legal identity, authority, contact details, capacity, prices, taxes and dates before issuing. The service listing or visit request alone does not authorize work. Use the separate direct-sales process if the transaction was negotiated or concluded in person away from the supplier’s business.

Details to complete

An asterisk marks a required entry.

Avalon supplier’s verified legal name *

Enter the legal person or entity trading under the Avalon name.

Supplier email for notices and complaints *

Use a monitored business address.

Supplier fax, if applicable

Salesperson’s name, if someone else arranged the sale

Client’s full legal name *

For an organization, enter the legal entity and identify its authorized representative.

Client’s mailing address *

Client’s designated contract email *

Purpose of the purchase *

Personal, family or household use / Business or organizational use

Place of agreement *

For a remote agreement, record the parties' communities.

Property and service location *

Include unit or building and the specific property where work will be delivered.

Agreed work and exclusions *

Describe deliverables, quantities or limits, supplied materials, who delivers them and any excluded work.

Access, site contact and safety arrangements *

Identify the contact with authority to grant access and disclose known site hazards. Exchange keys or alarm codes outside this document.

Agreed first service date or start of service term *

Agreed completion or end of service term *

Specialist's legal identity, trade and engagement route *

Technical scope, authorizations, permits and payer *

State who contracts with the specialist, verifies credentials and receives the specialist's invoice.

Coordination tasks, fee and approval limit *

Itemized prices and quantities in CAD *

List each task, unit, quantity and rate plus approved materials, travel, disposal, delivery or other fees. Give a maximum quantity and spending limit for unit-priced work.

Subtotal before tax (CAD) *

Applicable tax and registration details *

Give the tax name, rate and supplier registration details where applicable, or explain why no tax is charged.

Total tax (CAD) *

Total authorized amount including tax (CAD) *

Use the full fixed price, or the maximum for this defined term. The approved cap includes all listed charges.

Deposit, milestones, due dates and payment method *

Identify the payee and how any deposit is credited. State the balance and its due date. Enter zero deposit if none is agreed. Do not enter payment credentials.

Delivery of the completed agreement *

Send a copy to the client's designated email / Deliver a paper copy and record receipt / Provide a downloadable copy and record actual receipt and retention

Terms and instructions

01 Who is supplying the work

The legal supplier entered above trades as Avalon Property Care and Management (“Avalon”). Its business and notice address is 34 Palmerston Drive, Paradise, NL A1L 3A1. Telephone +1 (709) 765-3536. The client and supplier representatives confirm that they can enter this agreement for the parties they name.

02 Separate responsibilities

Avalon will perform only the listed introduction, appointment, access and follow-up tasks. The identified specialist supplies the technical proposal, credentials and permit information. The client must approve any specialist price or commitment for which the client is responsible.

03 Technical work

Where the client hires the specialist directly, the specialist's terms and warranty must be separately accepted. Where Avalon hires a subcontractor to supply an accepted part of its own scope, Avalon remains responsible to the client for that scope. The coordination fee and any amounts billed by a specialist must be clearly distinguished.

04 Price and changes

All amounts are in Canadian dollars. Avalon bills the accepted fixed price or the actual units at the listed rates, within the stated limit. A deposit is credited against the amount due. An extra visit, material, fee or price increase needs the client's approval of the cost and timing before the extra work begins. No financing, security interest or trade-in forms part of this offer.

05 Entry, safety and records

The client arranges lawful access for the agreed work. Avalon will pause and contact the site representative if access, permissions or conditions prevent safe work. Both parties will protect keys and personal information. Work photos require appropriate permission, serve the agreed report and must avoid identifying occupants or their possessions unnecessarily. Public or promotional use requires separate permission.

06 Handover, damage and concerns

Avalon will identify completed tasks, exceptions and any remaining work at handover. Report a concern to the supplier email, phone or mailing address and include the agreement reference if available. Avalon will review the record with the client and discuss correction, a credit or another appropriate remedy. Each party remains responsible under applicable law for loss it causes. A visit log or payment does not waive a claim or a statutory remedy.

07 Rescheduling, ending work and refunds

Either party may request a new date or end future work by notifying the other. Avalon will offer a revised schedule if weather, access or safety interrupts a visit. Outside a statutory cancellation, the client owes only properly performed work and actual, nonrecoverable costs expressly approved in advance. Avalon will account for them and return the unused balance. No charge accrues for a missed visit merely because it was on the calendar.

08 Consumer rights on a distance sale

A household consumer may cancel within 10 days of receiving the copy if the electronic review or contract-copy requirements were not met. If Avalon misses the 15-day copy deadline, the consumer may cancel within 30 days of agreement. A consumer may also cancel before delivery if service is over 30 days late against the supply date, or against the agreement date if no supply date was set. Give notice to the supplier. A qualifying statutory cancellation requires a full refund within 15 days. Other rights remain available under provincial law.

09 Review, signatures and your copy

Review and save or print the terms and all amounts. You can decline or ask Avalon for a corrected version before signing. The supplier’s offer becomes an agreement when the authorized client accepts it. The date and signatures are recorded with this version. A paper-signing option is available by contacting Avalon. The supplier will provide the completed copy by the agreed method, within 15 days for a consumer distance contract.

Attestation

Avalon issuer

I reviewed the completed agreement and authorize issuing this exact version to the designated recipient.

Printed name and role

Signature and date

Client recipient

I have reviewed the completed terms and prices, had the opportunity to correct an error or decline, and consent to signing this version electronically for the named client.

Recipient’s printed name and role

Recipient’s signature and date

References

NL Consumer Protection and Business Practices Act, sections 23–35

https://www.assembly.nl.ca/legislation/sr/statutes/c31-1.htm

NL Electronic Commerce Act

https://www.assembly.nl.ca/legislation/sr/statutes/e05-2.htm

NL electrical permits and inspections

https://www.gov.nl.ca/gs/licences/electrical/permits/

WorkplaceNL contractor clearance

https://workplacenl.ca/employers/manage-my-account/request-clearance/