

Statement of Work No. [Reference Number] to Perform Consulting Services for [Client]

This statement of work (“SOW”) is entered into, pursuant to the Consultant Services Master Agreement (“Master Agreement”), by and between [Client Name] (“Client”) and [Consultant Name] (“Service Provider”) and effective from [Effective Date].

This SOW is subject to the provisions and terms outlined in the [Agreement Name] (“Master Agreement”) and is made a part thereof. Any term that is not explicitly defined in the SOW will adopt the meaning from the Master Agreement. In case there is any conflict between the terms within this SOW and the terms of the Master Agreement, the former shall prevail.

This SOW is subject to the terms and conditions specified below:

1. Project Description:

This SOW is for [Project Name] (“Project”) wherein Service Provider will provide [Services] (“Time”) and [Resources] (“Materials”) for [Project Purpose] for the Client. The work location for this project is [Location].

To complete the volume of work outlined in the Master Agreement, here is a schedule of the various phases/milestones of this project:

Phase	Start Date	End Date
Phase #1	[Date]	[Date]
Phase #2	[Date]	[Date]
Phase #3	[Date]	[Date]

The project lead is [Project Lead Name], [Title]. For all communications related to this project, here are the contact details of the relevant parties:

Contact	Name	Email and Mobile Number
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Project Managers		
Team Members		
Contractors		

2. Scope of Work:

The Service Provider will be tasked with the end-to-end management of the [Purpose] including planning, negotiating, securing the materials, and executing the plan.

The Service Provider will be obligated to deliver on the following counts:

Jobs	Materials Required	Expected Result	SPOC	Deadline	Process details
[Job #1]					
[Job #2]					
[Job #3]					

3. Term:

The project services offered by the Service Provider shall begin on [Project Start Date] and extend until [Project End Date]. The Client may extend this period by submitting a PCR request (as explained ahead in this SOW) two weeks in advance.

4. Completion Criteria:

The Service Provider's obligations towards this project will be pegged as completed when:

- a. The Service Provider accomplishes the activities mentioned in the deliverables section of this SOW and that the Client accepts these activities without any objections. This project is also considered complete if there are no objections from the Client within 2 business days of the deliverables being submitted by the Service Provider.
- b. Both parties have the right to cancel deliverables not yet provided by submitting a written notice to the other party [20] business days in advance.

5. Assumptions:

The Project Managers will work with the Service Provider to plan, assign tasks, and develop work estimates. This will ensure that service hours and resource costs are appropriately managed.

Some of the other assumptions that the parties will be working with during this Project are:

- a. The Service Provider will only invoice monthly for actual hours spent on the project.
- b. In case there is a requirement for additional staff, the request should be routed through the Client and a decision will be made on a case-by-case basis.
- c. All processes, services, and products created under the scope of this SOW will be considered as property of the Client.
- d. Each staff member of the Service Provider's team will be available to work a minimum of [Hours] hours a week.

6. Price and Payment Schedule:

Within the scope of this SOW, the total value for the Time and Materials delivered shouldn't exceed [Budget Limit] and pre-approved travel expenses and ODCs, unless otherwise agreed to by both parties in writing. This is for [Hours] hours of professional services.

The following table lists all of the time and materials required from the provider, and corresponding rates to reach a cost estimate for this SOW:

Time or Resources	Unit Price	Quantity	Subtotal
[Material #1]	\$0.00	1	\$0.00

[Time #1]	\$0.00	100	\$0.00
[Time #2]	\$0.00	87	\$0.00
[Time #2]	\$0.00	20	\$0.00
Subtotal			\$0.00
Total			\$0.00

These prices are exclusive of sales tax. In case taxes are applicable on these line items, it will be invoiced as a separate line item.

7. Invoice Schedule:

The Client will be invoiced on a monthly basis by the Service Provider for their consultancy services, along with the actual cost of the materials and time. These invoices should be mailed to: [Client Representative Name], [Client Address].

In the event that the payments for approved and invoiced services are not received within 30 days from the date of invoice, the Client will be subject to a 5% penalty per calendar month.

8. Out-of-Pocket Expenses:

Client-authorized out-of-pocket expenses (including but not limited to costs of meals, lodging, and local transportation) need to be invoiced to the Client on a monthly basis, referencing this Client's SOW Number. The reimbursement limits for out-of-pocket expenses in connection with this SOW will be shared by the Client Project Manager. The Service Provider is obligated to provide the Client with supporting time sheets for services performed and expense receipts for the expenses.

9. Project Change Steps:

In the event that a change to this SOW is required, here are the steps that will need to be followed:

1. All changes to the SOW need to be proposed through a Project Change Request (PCR) document, which will highlight the reason for the change and how it affects the project.
2. The PCR will be reviewed by both Parties. If both agree to the changes, they will need to sign the PCR.

3. A written Change Authorization will be executed and signed to implement the changes.

Terms and conditions within this SOW are agreed upon and accepted in their entirety by:

	[Client Signature]		[Provider Signature]
Client Representative Name:	_____	Service Provider Representative Name:	_____
Title:	_____	Title:	_____
	_____		_____
Organization	_____	Organization	_____