Statement of Work proposal

|  |  |
| --- | --- |
| Date | 02/08/2018 |
| Client | [CLIENT FULL CORPORATE NAME] |
| Project | [SOME NAME FOR PROJECT] |
| Requested By | [Client Requester] |
| From | [CONSULTANT], [CONSULTANT TITLE] |

# Summary

THIS STATEMENT OF WORK (“SOW”) is entered into by and between [CLIENT FULL CORPORATE NAME](“[CLIENT]”) and [CONSULTANT NAME] of [CONSULTANCY NAME] (“the CONSULTANT”). The CONSULTANT will provide Analytics Reporting resources in support of [CLIENT]'s Adobe Analytics reporting. The project scope and period of performance is outlined below.

# Project Scope

The CONSULTANT will be available to perform services, such as:

* Create dashboards and custom reports within the Adobe Analytics tool
* Educate [CLIENT]'s Adobe Analytics users on the reporting interface and their specific implementation/configuration
* Gather reporting requirements and provide guidance on creating valuable reports
* Suggest implementation/configuration improvements

## Term/Schedule

The CONSULTANT will perform work as outlined below:

|  |  |  |
| --- | --- | --- |
| **Role** | **Estimated Start Date** | **Estimated Period of Performance** |
| Remote Principal Consultant | 2/8/2018 | 3 weeks |

[CLIENT] may extend the period of performance upon two (2) weeks advance notification in writing.

# Pricing

All costs listed below are based on the scope and assumptions included in this Statement of Work. Service Provider will invoice for actual hours expended per month. The total Time and Materials (T&M) maximum amount or “not to exceed” (NTE) amount is $9900.00 plus pre-approved reasonable and properly documented travel expenses and ODCs.

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| --- | --- | --- | --- |
| **Role** | **Rate** | **Total Estimated Hours** | **Total Estimated Amount** |
| Remote Principal Consultant | $165.00/hour | 60 | $9900.00 |

In addition to the above, Other Direct Costs (ODCs) and pre-approved travel expenses will be billed as incurred. [CLIENT] will not withhold any income or FICA taxes from any payments to Contractor. Contractor is responsible for paying all applicable state, federal, and local income taxes.

[CLIENT] will be invoiced based on hours used at the end of every calendar month. Payments for invoices are due within 45 days, in accordance with the Professional Services Agreement between the parties.

# Key Assumptions

This SOW is based on the following assumptions.

* The [CLIENT] primary contact will work with the CONSULTANT to identify priorities, assign tasks and develop work estimates to ensure that the hours are applied appropriately.
* [CLIENT] will provide the CONSULTANT with timely turnaround with deliverable reviews, comments, feedback and responses to questions.
* The CONSULTANT will provide a weekly update on hours used, accomplishments, current tasks and priorities, and potential roadblocks.
* [CLIENT] will provide the CONSULTANT with access to necessary accounts (eg, Adobe Analytics, Adobe Dynamic Tag Manager).
* The CONSULTANT will make every effort to work with [CLIENT] to complete requests in a timely manner. However, the CONSULTANT cannot be responsible if delay in [CLIENT] feedback and approvals cause associated delays in related CONSULTANT deliverables. Significant delays in necessary [CLIENT] approvals may require a monetary change order to extend the CONSULTANT team past the planned end date of the project.
* All materials developed under this SOW are the property of [CLIENT] unless otherwise discussed in writing.
* Travel cost (if any) will be billed to [CLIENT] at cost, though the CONSULTANT will make reasonable attempts to keep travel costs low. Travel costs will be pre-approved by the CLIENT.
* The CONSULTANT will provide their own physical tools and resources (computers, internet access, phone, etc).
* The CONSULTANT has the right to perform services for other clients during the term of the contract.
* Either party has the right to terminate this contract on five (5) days prior notice immediately without further obligation. The CONSULTANT will bill [CLIENT] only for work done up to that point if [CLIENT] opts to terminate the arrangement on this basis. If CONSULTANT opts to terminate the arrangement on this basis no fees or other compensation will be due to the Consultant from [CLIENT].

# Acceptance

[CLIENT] verifies that the terms of this Statement of Work is acceptable. The parties hereto are each acting with proper authority by their respective companies.

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| [CONSULTANCY NAME] |  | [CLIENT FULL CORPORATE NAME] |
| Company Name |  | Company Name |
| [CONSULTANT NAME] |  |  |
| Full Name |  | Full Name |
| [CONSULTANT TITLE] |  |  |
| Title |  | Title |
|  |  |  |
| Signature |  | Signature |
| 02/08/2017 |  |  |
| Date |  | Effective Date |