

Contoso

Pricings Guidelines

Version 2.0

Beginning December 1

Description of Project Work:

**Contoso team will re-design Contoso’s website to make it more aesthetically pleasing and more user-friendly.**

**The Contoso team, in conjunction with key members of Contoso, will conduct Transportation & Logistics analysis for Web Content Management. Contoso wishes to expand their reach into Authoring tools and Metadata, and this project will identify opportunies for that expansion.**

**The team will use a traditional SWOT analysis method, and will create a roadmap of short-term and long-term recommendations that willl capilize on existing Web Content Management strengths, improve upon known weaknesses, exploit latent and emerging opportunities, and reduce or mitigate threats from competition or internal resource issues.**

Deliverables:

**The Contoso team will provide two deliverables for this project: 1) An analysis document to detail the process of identifying all strengths, weaknesses, opportunities, and threats, and 2) A roadmap for recommendations. See Below.**

Resources and Rates:

The following team members will be available for the duration of the project, starting December 1st.

**Project Manager** ($250/hour):

The project manager will be full-time for the full duration on this project.

**Account Manager** ($150/hour):

Will only book hours as needed for high-level guidance to the team and review of deliverables before they are presented to Contoso.

**Business Strategy Consultant** ($125/hour):

Strategy consulting resource will be part-time but will be the primary

**Creative** ($100/hour): Part-time for duration of the project.

Total cost anticipated for project: **$367,000.00.**

*Note: team will also be reimbursed for out-of-pocket expenses (including gas mileage and airfare, if applicable). These fees are not included in the above quote.*

Payment Terms

25% of total fees are due upon the first day of the engagement, December 1st.

Contoso will send an invoice every other week with payment due the following Tuesday (due dates will be clearly stated on invoices).

Any outstanding payments must be made within one week of project completion or outstanding fees will begin to accrue 5% interest.

Acceptance and authorization

Assumptions

Any major milestones or roadblocks will be presented to Contoso in a timely manner to ensure project timeline remains on track. Client contacts will be responsive and provide information in a timely manner, as requested by the Contoso team. An escalation path for issues will be defined during the kick-off meeting and a senior-level executive at Contoso will be named and responsible for resolving escalated issues.

Professional Services Agreement

Payment will be due as described above or penalty charges could result.

The deliverables produced by the Contoso team are not to be distributed or shared with any other third party. They are intended for Contoso’s internal use only and legal action could result if intellectual property or confidential data is shared.

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Full name |  | Full name |
|  |  |  |
| Title |  | Title |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |