

## Organization Details

**Organization Name:**

**Address:**

**Website link:**

**Logo File (png):**

**Summary of what the organization does:**

## Signing Authority Details

**Name:**

**Designation:**

**Phone Number:**

**Email Address:**

## Contract Dates

**Date of Signing for contract:**

**Effective Date of the contract:**

**Contract Expiry date:**

## Project Summary

*Add a summary of the project. 2-5 lines to set the context of what the project is about and aims to do.*

## Project Description/Scope Brief

*Add point-wise details about the project.*

*Key components of the project, key workflows, integrations, etc to be shared here.*

*Links to relevant documents to be added.*

## Project Deliverables

*Add details about the project deliverables here. This will include tangible items like design files, architectural diagrams, code, hosting, live site, maintenance services, etc. The suggestive list mentioned below:*

- Wireframes
- Design Files
- Architectural Diagrams
- Code Base
- Live Site
- SLA-based maintenance services (SLA to be defined)

## Project Timeline

*Enter details about the estimated timeline for the project. Consider that the timeline can be separate from the project estimates, and will depend on factors like an ongoing project, resources engagement/availability, external dependencies, etc.*

## Project Cost

*Add details about the estimated project cost. The estimated variation can be given. Also, add details of any risk/factors that need to be highlighted which might cause significant disruption to the estimated project costs.*

## Payment Terms

*Add details of the agreed-upon payment terms for the project. Also, add details about the decided hourly rates.*

*The preferred way is to have an advance amount, followed by monthly invoicing.*

Phase name	Tentative Date	Tentative Amount

## Payment Methodology

**Currency of payment:**

**Payment methodology:** Cheque/Bank Transfer/others.

**Source of payment:** Indian/International (*international payments will have bank charges added to them. The payment terms to be updated accordingly. Details on preferred payment processing via the corresponding bank to be communicated*)

**GST Number (if Indian organization, paying in Rupees):**

**Expected time to process, after raising invoice (followups to be done accordingly):**

**Name of the user who will be addressed for the invoice:**

**Email of the user who will be addressed for the invoice:**

**Designation of the user who will be addressed for the invoice:**

**External Emails to be kept in CC when sending invoice:**

## Links to key documents

1. *Link to estimate sheet*
2. *Link to effort sheet*
3. *Link to RFP/etc any other document*