

PROFESSIONAL SERVICES AGREEMENT

This Agreement is entered into between:

- Contoso Corporation ('Client')
- Initech Consulting ('Consultant')

Effective Date: July 1, 2025

Term: 1 year (through June 30, 2026)

1. SERVICES

Consultant shall provide IT consulting, support, and professional services as requested by Client via Statement of Work or Purchase Order.

2. BILLING RATES (Effective July 1, 2025)

2.1 Standard Hourly Rates:

- Senior IT Consultant: \$175.00/hour
- IT Support Specialist: \$125.00/hour
- Project Manager: \$150.00/hour
- Junior Consultant: \$95.00/hour

2.2 Volume Discounts:

- 100+ hours/month: 5% discount
- 200+ hours/month: 10% discount

2.3 Travel and Expenses:

- Pre-approved travel billed at cost
- Local travel within 50 miles included

3. INVOICING AND PAYMENT

3.1 Invoices submitted monthly for prior month's services

3.2 Detailed time records required with each invoice

3.3 Payment Terms: Net 30

3.4 Disputed charges must be raised within 15 days

4. KEY PERSONNEL

The following personnel are assigned to Client account:

- James Thompson, Senior IT Consultant (Primary)
- Maria Garcia, IT Support Specialist
- Robert Chen, Project Manager (as needed)

5. PROJECT: INFRASTRUCTURE MODERNIZATION

Phase 1 (Completed Aug 2025): Assessment and Planning

Phase 2 (Current): Implementation and Migration

- Estimated completion: January 2026

- Not-to-exceed budget: \$75,000
Phase 3 (Planned): Optimization and Training

IN WITNESS WHEREOF, the parties have executed this Agreement:

Contoso Corporation

By: Michael Torres, VP Procurement

Date: _____

Initech Consulting

By: Authorized Representative

Date: _____