

<Date>

### **Assignment Order**

This letter serves as the “Assignment Order” (“AO”) under the terms and conditions of the Professional Services Agreement (“the Agreement”) between <Company Name> (“Company”) and Forgeahead Solutions, Inc. (“Consultant”) dated <date>. Under this AO, Consultant will provide services as defined below in Work Activities. The expected period of performance will be from <Start Date> through <End Date>.

This Assignment Order forms and shall always be deemed to have formed an integral part of the Agreement. In the event of any conflict or inconsistency between the provisions of the Agreement and this Assignment Order, the provisions of this Assignment Order will prevail.

#### **Project Name**

<Project Name if any>

#### **AO#**

For billing and accounting purposes, this AO will be referred to as FAS-XXX-001

#### **Work Activities**

The work activity in which Company expects Consultant to be engaged is categorized as follows:

<Nature of Services> comprising a Team of:

1. <Team Size>

#### **Work Hours**

Each month will consist of the actual number of working days in that month and each week to consist of a maximum of 5 working days (Monday through Friday) with a maximum of 45 hours. Company shall grant Consultant’s personnel 10 days off as company declared holidays and 21 days as personal vacation during each calendar year for which there would be no deduction in payments / invoice. All overtime will be separately identified and charged on pro-rata basis.

#### **Professional Services Billing Rate**

Consultant will accrue earnings at the rate of

- <Rate In Figure> (US Dollar/Rupees <In Words> only)

#### **Required Training, Work Equipment and Software**

The work defined in this AO will require certain training, equipment and software. It is the responsibility of Company to provide all training, hardware and software for use by Consultant in the completion of this Assignment Order.

#### **Travel**

Consultant may be expected to travel to complete the Work Activities listed in this Assignment Order. Company agrees to pay for all expenses met by Consultant’s personnel for such travel including but not limited to Airfare, Lodging, meals etc.

#### **Agreed and Accepted by:**

Forgeahead Solutions, Inc.

<Company Name>

<Name>

<Title>

<Name>

<Title>