Proposal for

[LOGO]

**[ACCOUNT]**[Address Line 1]  
[Address Line 2]  
[Address Line 3

[Project Name]

By

**Microexcel Inc.**

400 Plaza Drive, First Floor

Secaucus, NJ 07094

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[www.microexcel.com](http://www.microexcel.com)

#### February 16, 2015

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## Executive Summary

{Fill in project Executive Summary}

## Scope of Work

{Summary of Delivery Plan in project Executive Summary}

### Phase 1

[PHASE 1 DESCRIPTION]

#### The following tasks will be completed throughout this process:

* Task 1
* Task 2

#### Deliverables:

* Deliverable 1
* Deliverable 2

### Phase 2

[PHASE 1 DESCRIPTION]

#### The following tasks will be completed throughout this process:

* Task 1
* Task 2

#### Deliverables:

* Deliverable 1
* Deliverable 2

### Assumptions

The following assumptions underpin this proposal. Any items listed as “Out of Scope” will not be delivered within the timeline and pricing of this engagement.

Client Responsibilities

* Providing proper onsite or remote access to any Infrastructure required for Consultant to perform their duties.
* Provide a fully functional environment for which the Consultant can install and configure components.

Consultant Responsibilities

* All documentation will be provided in either Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Project, or PDF files.
* All documentation and content provided for this project will be in US English only.

3rd Party Products

* Microexcel is not responsible for resolutions of any bugs or defects affecting or caused by either the installation or activation of any 3rd Party Products.

Price includes

* Consultant’s onsite at client site for agreed upon meetings and services.
* Deliverables outlined in the above mentioned “Scope of Work” section.

Price excludes

* Any additional costs for 3rd Party software required for development, documentation, or components except specified within the Project Execution section below.
* Cost for Travel Expenses. Travel expenses are detailed under the “Pricing” section below.

## Project Execution

### Timeline

The below mentioned timeline is an estimate based on assumed start date of xxxxxxx with a total duration of x weeks. Detailed Project Plans will be delivered during project initiation.

***[ADD TABLE FROM ESTIMATES]***

### Professional Services Pricing

The below pricing an estimate based on Microexcel knowledge of the solution requirements and experiences delivering similar applications. All Estimates are of a Time and Materials bases, and any requests that are not specifically stated as in scope will be handled via a Project Change Request.

***[ADD TABLE FROM ESTIMATES]***

## Terms & Agreements

### Payment Terms

Invoices will be remitted, for hours worked, on a bi-monthly basis. Payment terms are net 45 days. Applicable taxes are not included in the base amount detailed above.

Direct all Billing and Payments to:

**Microexcel Inc - Headquarters**  
400 Plaza Drive, First Floor

Secaucus, New Jersey 07096

USA

### Maintenance Contract

Microexcel is bound into a one month of warranty/support period for all work performed.

### Project Change Requests

Any work items requested by CLIENT of CONSULTANT, which are not specifically detailed in the Scope of Work section above, will be handled via a Project Change Request (PCR). Approval of all PCR’s will be handled in the form of a written addendum to this Proposal/Scope of Work. All work items within the PCR will be agreed upon by both parties, CLIENT and CONSULTANT. No actions will be completed of said work items until the PCR is approved and signed by both parties. PCR’s will be bound by the same contractual obligations as this Proposal/Scope of Work, with the exception of the project timeline, which will be re-evaluated to include additional project scope.

### Right to Control

Client acknowledges that Microexcel reserves the right to control their employees but not limited to hiring and firing, payroll, weekly timesheets and project reports, paid vacation, sick leave, medical insurance and other benefits provided to the employees, at Microexcel’s discretion.

### Governing Laws and Jurisdiction

This SOW shall be governed by the laws of the State of New Jersey applicable to contracts made and wholly to be performed in the State of New Jersey disregarding conflicts of law. Client agrees that the Federal District Court for the District of New Jersey and the Superior Court of New Jersey shall jointly have exclusive jurisdiction over any dispute arising from or related to subject matter of this Agreement. Client agrees to be subject to personal jurisdiction in the foregoing courts and waives all challenges to personal jurisdiction over Client in the foregoing jurisdictions. In addition, Client agrees that it will be liable for Subcontractor’s reasonably attorney’s fees and costs incurred in enforcing this Agreement.

## Sign Off

This Proposal is valid for 30 from the below defined Effective Start Date. CLIENT can request a revised proposal after that time period, however CONSULTANT has the ability of modifying standard rate card, Pricing, Scope and Timeline estimates.

|  |  |
| --- | --- |
| Effective Start Date: XXX |  |
| Signed for and on behalf of:  **Microexcel, Inc.**  400 Plaza Drive, First Floor,  Secaucus, New Jersey 07094  USA  +1 201 866 6789    Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Title:  E-Mail: | Signed for and on behalf of:  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  | | --- | | Name:  Title:  E-Mail: | |  | |

## Appendix A : About Microexcel

Microexcel Inc established in the year 2001 is a Microsoft Gold Certified Partner and a global leader in providing innovative and comprehensive software solutions. With a proven track record in providing quality, cost effective and timely Information Technology professional services and solutions, Microexcel merges people and technology to deliver value. With over 500 employees based in USA and India, Microexcel provides support to Clients in the areas of Microsoft Technologies, including .Net and SharePoint, SAP & Oracle Applications, Quality Assurance Testing, J2EE, and Interactive Services.

Committed to delivering innovation, Microexcel collaborates with its clients, transforming them into high-performers. With deep industry and business process expertise, global resources and a proven track record, Microexcel can intersect the right people, skills, and technologies to help clients realize aspirations.

Microexcel’s highly qualified recruitment staff locates, screens, and mobilizes cost-friendly talent suitable to your needs and budget. Our services are available wherever and whenever you need them. Also, we help you manage your workforce to maximize productivity and crunch costs and time-to-benefit. Microexcel is not just an IT consulting company; it is your trusted, reliable and experienced technology partner. AT MICROEXCEL, WE EXCEL AT EVERY LEVEL.

### Our Mission

Our mission is to offer a high level of information systems expertise to our clients correspondingly generating a high level of customer satisfaction at a reasonable cost.

### Our Vision

To be a top tier consulting partner and system integrator driven by contemporary technologies and employee commitment and to empower customers with comprehensive and competitive business intelligence.