**Simple Statement of Work Template**

**Project Title: ThinkAgile VX Remote Deployment**

**SOW Version: 1.0**

**Effective Date: 2024-06-10**

**Parties Involved:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client:** | | **Contractor / Supplier:** | |
| **Name:** | **Acme Corp** | **Name:** | **Lenovo Services** |
| **Address:** | **123 Main St, Metropolis, NY 10001** | **Address:** | **456 Tech Park, Silicon Valley, CA 94043** |
| **Phone:** | **123-456-7890** | **Phone:** | **987-654-3210** |
| **Email:** | **it.manager@acmecorp.com** | **Email:** | **project.lead@lenovoservices.com** |

**Scope of Work:**  
This project covers the remote deployment of Lenovo ThinkAgile VX infrastructure for Acme Corp. The scope includes pre-deployment planning, remote configuration, system validation, and knowledge transfer to the client IT team. All work will be performed remotely by Lenovo Services specialists.

**Project Milestones and Deliverables:**

|  |  |
| --- | --- |
| **Milestone 1:** | Project Kickoff & Planning - 2024-06-12 |
| **Milestone 2:** | Remote Deployment & Configuration - 2024-06-17 |
| **Milestone 3:** | System Validation & Handover - 2024-06-20 |

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| --- | --- |
| **Deliverable 1** | Deployment Plan Document |
| **Deliverable 2** | Configured ThinkAgile VX System |
| **Deliverable 3** | Validation Report |
| **Deliverable 4** | Knowledge Transfer Session |

**Payment Terms:**  
50% upon project kickoff, 50% upon final acceptance of deliverables.

**Responsibilities:**

**Client:**

Provide remote access, timely information, and resources as needed. Attend scheduled meetings and knowledge transfer sessions.

**Contractor:**

Perform all deployment tasks remotely, provide documentation, and ensure system validation. Conduct knowledge transfer to client IT staff.

**Equipment and Materials:**

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| --- |
| All hardware is provided by the client. Lenovo will use its own remote tools and software for deployment. |

**Terms and Conditions:**

Standard Lenovo Services terms apply. All work is remote. Any changes to scope require written agreement.

**Termination:**  
Either party may terminate with 10 days written notice. Payment due for work completed to date.

**Confidentiality:**  
Both parties agree to maintain confidentiality of all project-related information.

**Governing Law and Dispute Resolution:**  
This SOW is governed by the laws of the State of New York. Disputes will be resolved through arbitration in New York.

**Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| [Anna Martinez] |  |  | [Solar Tech Solutions LLC] |
| **Client** | | **Contractor** | |
| [DD/MM/YYYY] | | [DD/MM/YYYY] | |

**Attachments (if any):**