

## Statement of Work

Project Name: Office Supplies for 2024

This Statement of Work (SOW) is entered into on 2024-01-01, by and between Wide World Importers ('Service Provider') located at 456 Supply Lane, Import City and Woodgrove Bank ('Client'). This document outlines the scope, objectives, deliverables, and terms for the project.

Effective Date: 2024-01-01

Project Completion Date: 2024-12-31

### 1. Scope of Work

Wide World Importers will provide the following services to Woodgrove Bank:

- Providing office supplies up to \$43,000 in 2024

### 2. Pricing and Payment Terms

The total project cost is \$43,000. Payment terms will be agreed upon and invoices will be issued as per milestones or project agreements.

### 3. Terms and Conditions

Both parties agree to maintain confidentiality regarding sensitive information. Any changes to the scope of work must be documented and may incur additional charges. Wide World Importers will not be liable for delays caused by external factors beyond its control.

Signatures:

\_\_\_\_\_ (Wide World Importers - Morgan Skinner)

\_\_\_\_\_ (Woodgrove Bank - Sora Kim)