

# Statement of Work

**Project Name: Copilot Solution Accelerator**

This Statement of Work (SOW) is entered into on December 01, 2024, by and between Fabrikam IT ('Service Provider') and Woodgrove Bank ('Client'). This document outlines the scope, objectives, deliverables, and terms for the Copilot solution accelerator project.

Effective Date: December 01, 2024

Project Completion Date: February 28, 2025

SOW Number: SOW-2024-001

**1. Scope of Work**

Fabrikam IT will provide the following services to develop and implement a Copilot solution accelerator for Woodgrove Bank:

- Develop the Copilot solution accelerator.
- Conduct comprehensive solution testing.
- Provide detailed solution documentation.
- Deliver onsite training, including travel arrangements.

**2. Deliverables and Milestones**

Milestone #	Name	Deliverables	Billable Amount	Amount Paid	Due Date
1	Copilot Solution	Accelerator development	14,400.00	7,200.00	2024-12-20
2	Solution testing	Solution testing	2,500.00	1,250.00	2024-12-31
3	Solution documentation	Documentation	4,000.00	0.00	2025-01-31
4	Onsite training	Travel, Training	4,500.00	0.00	2025-02-28

**Total Billable Amount: \$25,400.00**

### **3. Payment Terms**

- Payment terms are **\*\*Net 30\*\***.
- Invoices will be issued upon the completion of each milestone and are payable within 30 days.
- A penalty of 10% will be applied for late deliveries or payments.

### **4. Terms and Conditions**

- Both parties agree to maintain confidentiality regarding sensitive information shared during the course of the project.
- Any changes to the scope of work must be documented and may incur additional charges.
- Fabrikam IT will not be liable for delays caused by external factors beyond its control.

### **Signatures**

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(Fabrikam IT - Jordan Casey)

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(Woodgrove Bank - Taylor Smith)