

**TENFINISH**

NO 91/2, Elaya Mudali  
St, R.K NAGAR,  
Korukkupet,  
Chennai – 600 021



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**SOW 010 for Agreement to Perform Consulting Services to Digix consultant**

Date	Services Performed By:	Services Performed For:
December 30, 2017	TENFINISH NO 91/2, Elaya Mudali St, R.K NAGAR, Korukkupet, Chennai – 600 021	Digix consultant Hyderabad

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This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between Digix consultant (“Client”) and TENFINISH (“Contractor”), effective **December 30, 2017** (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # 010 (hereinafter called the “SOW”, effective as of December 8, 2017, is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

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**Period of Performance**

The Services shall commence on **January 1, 2018**, and shall continue through **January 14, 2018**.

# Overview of our approach.

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## Front-end works

We have gathered your requirements in the recent phone calls as well as we got an overall idea of your business from the below reference website you have provided

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

[www.8-digital.com](http://www.8-digital.com)

The following we listed are the overall structure of your website. If you want to add or remove anything in the following works, kindly let us know that before.

### About us

Section 1: Representing who you are and what you do in nutshell.

Section 2: Introducing your team profile.

Section 3: Mission and vision of Your Company.

Section 4: This is will be decided after discussing with you

Section 5: This is will be decided after discussing with you

### Home

Section1: We are planned to create one banner where the pictorial representation and content should deliver what you are doing to users at first sight. We take much care on this part because this is going to be the fuel for the users to surf the rest of the pages.

Section2: Place your branding/marketing philosophy,.

Section3: We list your services here

Section 4: Most of your competitors did not mention how they are different from the crowd and how that difference matter to clients. So we can make a section called “others ways vs Our way”. Here we can draw unique way of your working style.

### Portfolio / clients

Section 1: We have filter options to filter the portfolio based on various factors that you suggest us.

Section 2: List your portfolio. We are also about to add few other sections like that states “what you did to each client?”, “why you did it?” and “what is the outcome of your action?”. If we do so for each portfolio, your care towards each client's works will be exposed and that in turn increase your probability of closing the deal.

### Services

As per our telephonic conversation we can list your each service in individual pages. We can also design drop down menu for your services as well.

### Contact

Section 1: The contact (inquiry) form to collect user details will be developed and also your contact information will be displayed.

## Back-end works

Back-end works involved on your website is nothing than the form integration. From the reference website you have provided, we cannot find any back-end work. If you need any feature to be added, kindly let us know it before.

### **Some common things we do for all clients**

*Deep-work:* No multitasking - We believe in deep work. Once the project is assigned to the team, they work on that alone until completion. By doing so, the team can use their deep cognitive power for your project.

*Responsiveness for every pixel:* we make your website responsive for every pixel (practical for every 10 pixels). So your website looks great on any devices. Even if a new product between iPhone and iPad is discovered, still your website looks stable and great.

*User-centered design:* You may be our clients and our work is supposed to satisfy you. But 99.9%, your website is going to be used by your users. So we put more focus on making it comfortable to them.

*Regular upgrade:* We always do research on a user interface, experiment different features, build creative designs, study how the gap in the offline business can be filled online and we do update us in many ways. So at least twice a year we offer the free upgrade for your website.

## Engagement Resources

S.No	Resource Name	Profile	Experience [(In Year(s))]	Skills	Uniqueness
1	Balachandiran	Business Analyst	5	<ul style="list-style-type: none"> <li>➤ Business Analysis.</li> <li>➤ Creative writing.</li> <li>➤ Consulting.</li> <li>➤ Human Resources</li> </ul>	Creative thinker in addressing business challenges. Value based and keeps clients satisfaction first.
2	Ponraj	Graphic designer	2	<ul style="list-style-type: none"> <li>➤ Indesign.</li> <li>➤ Illustrator</li> <li>➤ Photoshop</li> <li>➤ Sketchup.</li> </ul>	He is good on choosing right color pallets, making graphics design that changes user mood.
3	Bhuvanesh	Front end developer	1	<ul style="list-style-type: none"> <li>➤ JavaScript.</li> <li>➤ JQuery</li> <li>➤ Angular JS.</li> <li>➤ HTML 5.</li> <li>➤ CSS 3.</li> </ul>	Artistic designer. Gives major importance to user interface, navigation, custom animations and core.

## Scope of Work

Contractor shall provide the Services and Deliverable(s) as follows:

S. No	Deliverables	Duration (In Days)	Buffer period (In Days)	Delivery Date
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1	Business analysis phase	1	1	2 <sup>nd</sup> Jan 2018
2	Photoshop Design	1	1	4 <sup>th</sup> Jan 2018
3	Frontend development	7	2	13 <sup>th</sup> Jan 2018
4	Testing	1	0	14 <sup>th</sup> Jan 2018
<b>Total</b>		<b>10+ 4 = 14 Days</b>		

## Client Responsibilities

1. Website contents, links of contact information and team member profile Should be provided when we start the project.
2. Client should take care of hosting maintenance and domain renewal.

## Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed □19,700 unless otherwise agreed to by both parties via the project change control procedure, as outlined within. A PCR will be issued specifying the amended value.

This figure is based on 14 days of professional services. Contractor will provide up to 3 resources based on the following functional/rate structure.

Item Description	Number of Resources	Cost
Business analysis phase	1	500.00
Frontend layout design.	1	1,700.00
Frontend development	1	17,500.00
<b>Total</b>	<b>4</b>	<b>19,700.00</b>

**Note:** 50% percent should be paid in advance to start the work. Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager
Hyderabad	Bhuvanesh

## Out-of-Pocket Expenses / Invoice Procedures

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Client will be invoiced monthly for the consulting services and T&L expenses. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt.

Client will be invoiced all costs associated with out-of-pocket expenses (including, without limitation, costs and expenses associated with meals, lodging, local transportation and any other applicable business expenses) listed on the invoice as a separate line item. Reimbursement for out-of-pocket expenses in connection with performance of this SOW, when authorized and up to the limits set forth in this SOW, shall be in accordance with Client's then-current published policies governing travel and associated business expenses, which information shall be provided by the Client Project Manager. The limit of reimbursable expenses pursuant to this SOW is estimated to be 15% of the fees unless otherwise authorized in writing and agreed to by both parties via the project change control procedure outlined within.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address indicated above. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month.

## Completion Criteria

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Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including delivery to Client of the materials listed in the Section entitled "Deliverable Materials," and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of deliverables being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with [20] business days advance written notice to the other party.

## Project Change Control Procedure

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The following process will be followed if a change to this SOW is required:

- A Project Change Request (PCR) will be the vehicle for communicating change. The PCR must describe the change, the rationale for the change, and the effect the change will have on the project.
- The designated Project Manager of the requesting party (Contractor or Client) will review the proposed change and determine whether to submit the request to the other party.
- Both Project Managers will review the proposed change and approve it for further investigation or reject it. Contractor and Client will mutually agree upon any charges for such investigation, if any. If the investigation is authorized, the Client Project Managers will sign the PCR, which will constitute approval for the investigation charges. Contractor will invoice Client for any such charges. The investigation will determine the effect that the implementation of the PCR will have on SOW price, schedule and other terms and conditions of the Agreement.
- Upon completion of the investigation, both parties will review the impact of the proposed change and, if mutually agreed, a Change Authorization will be executed.
- A written Change Authorization and/or PCR must be signed by both parties to authorize implementation of the investigated changes.

**IN WITNESS WHEREOF**, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

Digix consultant

TENFINISH

By: \_\_\_\_\_  
Name: Satish  
Title: Founder

By: \_\_\_\_\_  
Name: Bhuvanesh  
Title: Founder