**Statement of Work**

# %%TODAYDATE%%

**Assessments | Business Intelligence | Application Development**

**\* CONFIDENTIAL \***

## Confidentiality

The descriptive materials and related information in this Statement of Work contain information that is confidential and proprietary to %%CLIENTORGANIZATION%% (herein, “IPG”) and %%KASHTECHNAME%% LLC (herein. %%KASHTECHNAME%%). This information is submitted with the express understanding that it will be held in strict confidence and will not be disclosed, duplicated or used, in whole or in part, for any purpose other than evaluation of this SOW.

The confidential information contained herein may only be disclosed to those individuals who are responsible for evaluating this SOW on behalf of the Consultant or Firm (herein, “Consultant”) named within and those who are bound by this or a similar obligation of confidentiality.

## Consultant Info

*Consultants Supplied By:*

%%KASHTECHNAME%% LLC

250 International Pkwy, Suite 114

Lake Mary, FL

Consultants

%%CONSULTANTNAME%%

### Primary Contacts:

%%CLIENTCONTACTNAME%%

%%CLIENTCONTACTPHONE%%

%%CLIENTCONTACTEMAIL%%

### %%KASHTECHNAME%% LLC

### Primary Contact:

%%KASHCONTACTNAME%% – President

%%KASHCONTACTPHONE%%

%%KASHCONTACTEMAIL%%

# 1. Project Overview

%%KASHTECHNAME%% will provide %%SERVICES%% to %%CLIENTNAME%% to design, build, and deploy a %%TECHSTACK%%-based web application. The engagement will follow a %%ENGAGEMENTMODEL%% model where the client is billed based on %%BILLINGTERMS%%.

# 2. Objectives

- Deliver a responsive, scalable, and user-friendly %%TECHSTACK%% site aligned with %%CLIENTNAME%%’s business goals.  
- Provide a flexible engagement allowing iterative improvements and evolving requirements.  
- Ensure transparent billing and tracking of time and materials.

# 3. Scope of Work

## 3.1. Services Provided

%%KASHTECHNAME%% will provide the following services on a T&M basis:  
- Requirements gathering and discovery workshops  
- UI/UX design and prototyping  
- %%TECHSTACK%% development and customization  
- Plugin configuration and integration (e.g., CRM, email, events)  
- Responsive design implementation  
- Quality assurance and testing  
- Deployment to production  
- Admin training and knowledge transfer  
- Post-deployment support (if requested)  
  
\*Note: Tasks will be prioritized and executed based on collaboration between %%CLIENTNAME%% and %%KASHTECHNAME%% throughout the engagement.\*

# 4. Project Approach

- Agile methodology (Scrum/Kanban as appropriate)  
- Bi-weekly sprint cycles and demos  
- Regular progress check-ins with the %%CLIENTNAME%% team

# 5. Deliverables

While deliverables may evolve, initial expected outputs include:  
- Design mockups and wireframes  
- Fully functional %%TECHSTACK%% site  
- Integrated features per agreed scope (e.g., membership, event tools, etc.)  
- User documentation  
- Training session (virtual)

# 6. Roles and Responsibilities

## %%KASHTECHNAME%% Will:

- Provide experienced developers, designers, and project managers  
- Track hours and report status weekly  
- Communicate progress and risks proactively

## %%CLIENTNAME%% Will:

- Provide timely access to stakeholders, content, and branding materials  
- Review and approve deliverables in a timely manner  
- Sign off on time entries and invoices

# 7. Timeline

This is an ongoing engagement with no fixed end date. The initial effort is estimated to span %%ESTIMATEDDURATION%%, with total duration dependent on the scope and pace of requested features.  
  
Work hours will be tracked and billed monthly.

# 8. Rate Card

|  |  |
| --- | --- |
| Role | Hourly Rate (USD) |
| %%TECHSTACK%% Developer | %%RATEPLACEHOLDER%% |
| UI/UX Designer | %%RATEPLACEHOLDER%% |
| Project Manager | %%RATEPLACEHOLDER%% |
| QA Engineer | %%RATEPLACEHOLDER%% |

\*Note: Estimated hours and roles will be outlined in each sprint plan or milestone.\*

# 9. Assumptions

- Requirements may evolve during the project; additional hours will be approved via email or change requests.  
- Client feedback is expected within 2 business days to avoid delays.  
- No fixed cost commitments implied under this agreement.

# 10. Terms & Conditions

1. Consultant will be paid in US Dollars only at the hourly rate specified. Consultant has made

his/her own arrangements for health insurance and other benefits and will not be claiming these provisions from IPG.

1. Consultant must present client approved time, expense and status reports as verification of billable services before payment of any invoices will be approved.
2. IPG accept invoice Monthly for the services. IPG pays Net-30 from the date an approved invoice has been received. Earlier payment terms may be arranged, but any associated borrowing fees will be passed on to the consultant.
3. Consultant will attend daily meeting and follow the client timings on the deliverables.
4. During the term of the contract, Consultant will keep the project Calendar in client updated to provide visibility to the IPG/ Client Team of any sick, holiday, vacation or personal time - planned or unplanned - and notify all calendar subscribers of the events posted by the Consultant.
5. Consultant may only use a client-supplied or consultant’s company supplied email address for correspondence with the Client. Consultant will check his/her assigned IPG email inbox daily.

## Termination

**A.** Services under this Agreement shall terminate at the earlier of:

**(1)** the completion of Services (as set forth in this Agreement and any Amendment to this Agreement) by Consultant or Consultant’s employee(s); or

**(2)** five (5) calendar days after either party’s receipt of written notice from the other that this Agreement will be terminated.

**B.** IPG shall be responsible for payment for Services rendered and reimbursement of Consultant’s expenses accrued until the effective date of termination.

**C.** On termination of this Agreement for any reason, the Consultant will promptly deliver to IPG’s all work product, correspondence, drawings, blueprints, manuals, letters, notes, notebooks, reports, flow-charts, programs, proposals, or any other documents and copies thereof, whether complete or incomplete, that were either produced or obtained by the Consultant as a result of this Agreement.

**Accepted and Agreed to:**

By: Print Name: Fred Bond Title: CIO Date:

By: Print Name: %%KASHCONTACTNAME%%

Title: President Date: