

STATEMENT OF WORK ("SOW")
Issued to
Services Agreement between
ABC Communications SE
and
ACME Corp ("Vendor")
dated December 11th, 2032 ("Agreement")

1. Project Overview:

This Statement of Work (SOW) outlines the terms and scope of the website development project between ABC Communications SE and ACME Corp. The project aims to create a responsive, user-friendly website to showcase ABC Communication's products/services.

2. Objectives:

- Develop a modern and visually appealing website.
- Ensure mobile responsiveness and cross-browser compatibility.
- Implement an intuitive navigation structure for ease of use.
- Integrate necessary functionalities like contact forms, product galleries, and a content management system (CMS).

3. Scope of Work:

- **Design Phase:**
 - Initial consultation and requirement gathering.
 - Creation of wireframes and mockups for client approval.
 - Design of the website layout, incorporating branding elements.
- **Development Phase:**
 - Front-end development using HTML, CSS, and JavaScript.
 - Back-end development for database integration and functionality.
 - Testing for functionality, usability, and performance across devices.
- **Content Creation:**
 - Integration of provided content (text, images, videos).
 - Assistance with content creation if required (additional charges may apply).
- **Deployment and Training:**
 - Launching the website on the client's hosting platform.
 - Providing training sessions for the CMS (if applicable).

4. Deliverables:

- Completed website with agreed-upon functionalities.

- Documentation and guidelines for managing the website.
- Training materials (if applicable).

5. Timeline:

- The project is estimated to be completed within 16 weeks from the project start date, subject to timely provision of required materials and feedback from the client.

6. Payment Terms:

- The total project cost for the website development services is 10,458 USD.
- Payment will be made in four instalments as follows:
 - 11.8% upon signing the agreement.
 - 23.5% upon completion of the design phase.
 - 41.2% upon website deployment.
 - 23.5% after client acceptance and final delivery.
- Additional charges may apply for any agreed-upon changes or extra functionalities requested beyond the initial scope. These will be billed separately at an hourly rate of 36 USD.

7. Responsibilities:

- **Client Responsibilities:**
 - Providing necessary content and materials.
 - Promptly providing feedback and approvals.
 - Ensuring access to the hosting platform for deployment.
- **Service Provider Responsibilities:**
 - Designing and developing the website as per agreed-upon specifications.
 - Regular project updates and communication.
 - Ensuring the website meets quality standards.

8. Assumptions and Exclusions:

- Assumptions:
 - The client will provide all necessary content (text, images, videos) within two weeks of project commencement.
 - The client will review and approve design mockups within five business days of submission.
 - Hosting and domain registration will be the responsibility of the client.
 - Any additional functionalities requested beyond the scope will be considered as change requests and may result in additional charges and timeline extensions.

- The website will be developed to be compatible with modern browsers (Chrome, Firefox, Safari, and Edge) and devices with standard resolutions.
- Exclusions:
 - Search Engine Optimization (SEO) services are not included in this SOW.
 - Custom content creation such as writing new copy, creating original graphics, or producing videos is not part of this agreement.
 - Third-party software licenses or subscriptions required for specific functionalities (e.g., premium plugins, specialized software) are not covered and will be the responsibility of the client.
 - Ongoing website maintenance and updates post-launch are not included unless explicitly agreed upon in a separate maintenance contract.
 - E-commerce features, payment gateway integration, and online store functionalities are excluded from this project scope.

9. Change Control:

- Any changes to the project scope or requirements must be communicated in writing and may result in additional costs and timeline adjustments.

10. Acceptance:

By signing below, both parties acknowledge and agree to the terms outlined in this Statement of Work.

IN WITNESS WHEREOF, the parties have so agreed as of the date written above.

Acceptance:

ABC Communications SE

Acceptance:

ACME Corp

Signature: _____

Print Name: _____

Title: _____

Date: _____

Signature: _____

Print Name: _____

Title: _____

Date: _____