**Square One Standard Statement of Work**

**Development Draft**

We agree to these terms, along with the Square One Standard Contractor Terms, TODO (https://squareoneforms.com/contractor/TODO).

*Work to Be Done* {proofread and format the company’s annual marketing report for presentation to the company’s board of directors for up to eight hours}

*Fees* {$134.50 per hour}

*Billing* {monthly, in arrears, in fairly rounded quarter-hour increments}

*Payment Method* {ACH}

*Personnel* contractor {“may” or “may not”} use employees and subcontractors to do work under this statement of work

*Start Date* {February 1, 2020}

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| **Client**  {ClientCo, Inc.}, {a Delaware corporation}  Signature:  Name:  Title:  Date:  E-Mail:  Address: | **Contractor**  Signature:  Name:  Date:  E-Mail:  Address: |