# 

**Prepared for**



|  |  |
| --- | --- |
| **Date** | **Order / Proposal Number** |
|  |  |

### Customer Details:

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Client Name |  |
| Client Position |  |
| Client Telephone Number |  |
| Client Email |  |

### Alchemy Worx Sales Contact Details:

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Telephone Number |  |
| Email |  |

The below statement of work relates to the agreed proposal numbered above that has been sent with this order.

#### STATEMENT OF WORK

* 1. Alchemy Worx will provide the following service(s);

|  |  |
| --- | --- |
| Deliverables | Estimated Completion Date |
|  |  |
|  |
|  |
|  |

#### PROJECT ASSUMPTIONS

* 1. Alchemy Worx will be responsible for management of deliverables that ICLP has subcontracted (see above - 1.1 Deliverables).
  2. Alchemy Worx will work in collaboration with any subcontractor(s) requested by ICLP

#### TIMELINE

* 1. Nick Young, New Business Director, will be responsible for project planning and monitoring the work streams to facilitate a cohesive delivery of this project (see above - 1.1 Estimated Completion Date).
  2. Dependant on the scale of the deliverables, a full project plan can be provided prior to the execution of this Statement of Work (Attached as an Appendix).
  3. The timings assume assets, approvals and Client reviews are obtained as scheduled.

#### KEY INDIVIDUALS ON PROJECT

|  |  |  |
| --- | --- | --- |
| Role | Contact Person | Task(s) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

### Client Contacts

|  |  |  |
| --- | --- | --- |
| Role | Contact Person | Contact Details |
| See Main Contact Details | | |
|  |  |  |

#### ALCHEMY WORX RESPONSIBILITIES

Throughout the term of this agreement, Alchemy Worx shall provide the Services and Deliverables detailed in Section 1 taking into account the details of this Section 5 (Alchemy Worx Responsibilities), contingent upon ICLP fulfilling the obligations and requirements of Section 6 (Client Responsibilities).

#### CLIENT RESPONSIBILITIES

Any assets or approvals required from ICLP should be received in a timely manner, in line with the Project Plan, and should be fit for purpose. Any delay or deviation from the Project Plan may impact final delivery date(s).

#### CHANGE CONTROL

Changes in Project scope or developmental issues can impact the costs and timings. Change to the content or specification will be detailed in writing and require agreement by both parties in writing before being actioned.

#### FEES, EXPENSES & INVOICING

##### Fee Arrangement

The professional service fee for the services and deliverables set forth in this Statement of Work is a Fee of £2725.50 EXCLUDING VAT.

|  |  |
| --- | --- |
| Description | Amount (£) |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

##### Invoice Terms

Invoice and payment terms are 30 days. Payment will be scheduled on commencement of the agreed work and is payable on completion of the agreed deliverables.

|  |  |
| --- | --- |
| Client PO Number (If applicable) |  |
| Accounts Contact Name |  |
| Telephone number |  |
| Email Address |  |

##### Alchemy Worx Bank Details

Bank Name: Lloyds TSB Bank plc   
Account No: 00193916   
Sort Code: 30-15-99   
BIC: LOYDGB21021   
IBAN: GB53LOYD3015 9900 1939 16

VAT Number: 761212658  
Company Number: 03995003

##### Additional Cost

Any services outside of those listed in the Project Scope will be invoiced based up on the Rate Card (attached to proposal).

##### Expenses

Expenses will be charged at cost.

#### PROJECT ASSUMPTIONS

It is assumed that meetings (“meetings”) will be held at Alchemy Worx offices in 1 New Oxford Street WC1A 1LW, at ICLP offices in 17 Devonshire Square, London, EC2M 4SQ or remotely via teleconference.

#### AGREEMENT

I, Sarah Dyer, hereby confirm on behalf of ICLP that costs are agreed, work has been commissioned and payment will be made upon receipt of invoice from Alchemy Worx.

Signed ……………………………………………… Name ………………………...…………….

Title ………………………………………………… Date ……..…………………...…………….

By signing this work order you agree to the following terms and conditions:

This is your commitment to commission Alchemy Worx to deliver the work outlined above in 1.1 within 30 days of the date of this order unless timelines dictate otherwise