1. **STATEMENT OF WORK**

1.1 Alchemy Worx will provide the following service(s);

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverables** | **Owner** | **Completion Date** | **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Final Amount** | | | **£** |

1. **PROJECT ASSUMPTIONS**
   1. Alchemy Worx will be responsible for management of deliverables that [Enter client name] has subcontracted (see above - 1.1 Deliverables).
   2. Alchemy Worx will work in collaboration with any subcontractor(s) requested by [Enter client name].
2. **TIMELINE**

3.1 [Add your name], [Job Title], will be responsible for project planning and monitoring the workstreams to facilitate a cohesive delivery of this project (see above - 1.1 Completion Date).

3.2 If required a full project plan can be provided prior to the execution of this Statement of Work (Attached as an Appendix).

* 1. The timings assume assets, approvals and Client reviews are obtained as scheduled.

1. **KEY INDIVIDUALS ON PROJECT**

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

1. **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 [Enter client name] fulfilling the obligations and requirements of Section 6 (Client Responsibilities).

1. **CLIENT RESPONSIBILITIES**

Any assets or approvals required from the [Enter client name] 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).

1. **KEY STAKEHOLDERS**

It is expected that key stakeholders will be available by phone / email to review and to approve Project Deliverables.

Project governance, roles and approval is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder (Role)** | **Contact Person** | **Department** | **Task(s)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **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.

1. **FEES, EXPENSES & INVOICING**
   1. **Fee Arrangement**

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

|  |  |
| --- | --- |
| **Description** | **Amount (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Total Excluding VAT | £ |

* 1. **Invoice Terms**

A PO number for this job will be sent to Alchemy Worx within 2 weeks. If you do not use PO numbers please specify invoice details separately. 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.

* 1. **Additional costs**

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

* 1. **Expenses**

Expenses will be charged at cost.

1. **PROJECT ASSUMPTIONS**

It is assumed that meetings (“meetings”) will be held at Alchemy Worx offices in 1 New Oxford Street WC1A 1LW, at [Enter client company address], or remotely via teleconference.

1. **Agreement**

I, [Enter clients name] hereby confirm on behalf of [Client name] 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

What’s included in our costs:

* All briefing, liaision and feedback time specifically outlined in cost proposal
* Timely delivery
* 1 round of amends where appropriate