Work Contract Agreement

This Work Contract Agreement (the “Agreement”) is entered into by and between the Client and the Contractor, effective as of July 21, 2025. The following terms and conditions shall apply for the duration of the agreement:

# 1. Duration of Work

The Contractor agrees to perform the services beginning on July 21, 2025 and concluding on October 19, 2025.

# 2. Key Milestones and Deadlines

To ensure timely delivery and quality control, the following milestones are established:

## Initial Project Review 08/06/2025

* Contractor shall draft and present a plan of work, along with estimated total hours needed to complete said work, to meet Client requirements and present said plan to Client

## Midpoint Check-in & Deliverables: Sep 12th, 2025

* Contractor shall present current progress and billable hours spent to Client
* Client shall provide feedback and any needed clarity on deliverables expected

## Final Draft Submission: 10/04/25

* Contractor shall hand off all deliverables discussed in previous check-in
* Client shall review deliverables and notify Contractor if any changes are required no later than 10/11/2025

# 3. Scope of Work

The Contractor shall provide professional services as outlined in the attached Statement of Work (SOW). All deliverables are expected to meet the quality standards as defined in the SOW.

# 4. Payment Terms

Payment for services rendered shall be made in accordance with the payment schedule in the SOW. Payment will be contingent upon the timely delivery of agreed-upon milestones.

# 5. Termination

Either party may terminate this Agreement with 14 days' written notice. In the event of termination, the Contractor shall be compensated for work completed up to the termination date.

# 6. Acceptance and Signatures

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

Client Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_