

Business Contracts



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S

Statement of Work <<CurrentDate>>

To:	<<Vendor Company>>
Re:	<<Project Name>>
Statement of Work ID#:	<<SOW ID#>>
Budget:	Not to exceed \$ _____
Purpose:	<< Insert Short Description >>
Contact:	<< Insert Contact >>
Fee Schedule:	<< Insert Terms >>
Due Date	<< Insert Due Date >>

A

M

Administrative Requirements:

1. << Insert Administrative Requirement. >>
2. << Insert Administrative Requirement. >>
3. <<Vendor Company>> will develop this project under the terms and conditions of the Software Development Agreement [SDA] executed by the parties << Insert Execution Date >>.
4. <<Company>> reserves the right to withhold all payments until all technical requirements have been demonstrated or met.
5. A technical specification (“the specification”) outlining the proposed solution will be provided by <<Vendor Company>> and accepted by <<Company>> and shall be considered a deliverable to be met by <<Vendor Company>> under this agreement.
6. All contributing developers or contactors will provide detailed invoices and have signed non-disclosure agreements prior to performing work on <<Company>> projects under

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S A M P L E

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