Statement of Work Template

PARTIES		
[CLIENT]	**NAME**	[CLIENT CONTACT NAME]
	PHONE	[CLIENT CONTACT NUMBER]
	EMAIL	[CLIENT CONTACT EMAIL]
	MAILING ADDRESS	[CLIENT CONTACT ADDRESS]
M32 CONNECT	**NAME**	[M32 CONTACT NAME]
	PHONE	[M32 CONTACT NUMBER]
	EMAIL	[M32 CONTACT EMAIL]
	MAILING ADDRESS	[M32 CONTACT ADDRESS]
DATE: [SOW DATE]	**M32 CONNECT AUTHOR: [NAME]**	

The present SOW is issued pursuant to the M32 Services Agreement entered into between the Client and M32 on [DATE] ("Agreement"). The terms of the present SOW shall supersede all prior discussions, understandings and/or negotiations relating to the scope of the services provided herein.

PROJECT	
PROJECT NAME	[PROJECT NAME]
CLIENT	[CLIENT NAME]
BRAND	[BRAND NAME]
PRODUCT	[PRODUCT NAME]
CLIENT REQUIREMENTS	
[DESCRIBE THE CLIENT'S REQUIREMENTS]	

DELIVERABLES & DELIVERY SCHEDULE

project begin and end dates, approximate delivery of major events

DELIVERABLE DATE DUE	DELIVERABLE DESCRIPTION
[DATE]	[DETAILED DELIVERABLE DESCRIPTION]

DELIVERABLE COSTS		
DESCRIPTION	**COST**	**TERMS**
[FEE DESCRIPTION]	[FEES]	[TERMS]

BUSINESS TERMS / CONDITIONS
DURATION OF SERVICES
[SERVICE TERM]
TERMS OF PAYMENT
Payment terms are in accordance with the terms of the Agreement.
EXPENSES
[EXPENSES]
MILEAGE / TRAVEL
[OUT-OF-POCKET EXPENSES]
PLACE OF INSPECTION AND ACCEPTANCE
Every deliverable will be provided to the Client for acceptance. This acceptance should be provided within 5 days of receipt of the deliverable. If the deliverable is not acceptable, the Client should provide the reasons for the rejection and M32 should provide the necessary corrections.
SOW MODIFICATIONS
Any modification to the terms and the deliverables for this contract should be agreed to by both parties.
TERMINATION
The project can be terminated at any time, by the Client, upon formal notification by email to M32, attention of [NAME]. All approved expenses and deliverables up to the moment of the notification should be paid.

AUTHORIZATION		
[CLIENT]	SIGNATURE	
	PRINTED NAME	[SIGNATORY NAME]
	TITLE	[SIGNATORY TITLE]
M32 CONNECT	SIGNATURE	
	PRINTED NAME	[SIGNATORY NAME]
	TITLE	[SIGNATORY TITLE]
TOTAL COST	[TOTAL COST]	