**STATEMENT OF WORK**

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This Template Statement of Work is a sample provided for your information only and may not be relied upon as legal advice. This Template might not be appropriate for your requirements. Elance makes no warranty about the suitability of this Template and accepts no liability arising out of the use of this Template. Please consult your legal or business advisor for further information or advice.

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**THIS STATEMENT OF WORK** (this “**SOW**”) is entered into by and between the undersigned Buyer and Service Provider pursuant to the Project Services Agreement (the “**Agreement**”) governing the following Project:

|  |  |
| --- | --- |
| Elance Project ID: |  |
| Elance Project Name: |  |

All capitalized terms not defined in this SOW have the meanings given to such terms in the Agreement, unless the context requires otherwise. The information in this SOW shall be considered Confidential Information under the terms of the Agreement.

**1 Project Description**

Insert details describing Project not previously entered on the Site

**2 Key Assumptions**

Insert detailed assumptions necessary to the Project, including configuration, application customization, and infrastructure

**3 Scope of Services**

List the specific features, functions, capacity, performance, and qualities required in the Work Product, any exceptions, and any that are prohibited.

**4 Milestone Deliverables**

The Business Terms contains a maximum of five Milestone Deliverables (four plus final delivery and payment equals five). Here state details describing each of the five deliverables not previously entered in the Milestone Deliverables. Elance will not support more than five Milestone Deliverables for Milestone Escrow payments. Nevertheless, this SOW section can break down the Milestone Deliverables into sub-deliverables. Tables containing potential Milestones and Sub-Milestones and the associated Milestone Deliverables are appended to this Template SOW as Attachment 2 for your information.

**5 Duration of Services**

Provide details for the project schedule and resource plan agreed upon to achieve project milestones. Project start and end dates should be clearly defined.

**6 Acceptances**

Here insert any acceptance criteria and methodology if different from the Business Terms

**7 Change Control**

Here inserts any change control methodology.

**8 Compensation**

**8.1 Fees**

Insert fee details (time and materials/fixed fee) and total budget agreement. Insert agreed hourly rates for project work outside of scope.

**8.2 Expenses**

Insert details for reimbursable expenses, invoicing cycle, and budget.

**8.3 Remittance**

Invoicing will be performed via the Elance system for accepted hours, milestones, and deliverables. Inquiries regarding invoices for this SOW should be addressed to:

Insert contact details