ScopeStack

Statement of Work

{project.project_name}

Prepared for {project.client_name}

{project.account_name}

Sales Executive: {project.sales_executive.name}
Pre-sales Engineer: {project.presales_engineer.name}
SOW Generated on {project.printed_on}, {project.current_version.name}

Project Summary

Client Contact Information

Client Name	**{project.client_name}**
Project Name	{project.project_name}
{#project.primary_contact} Client Contact	{ name}
Client Contact Email	{ email}{/project.primary_contact}

{#locations}

Locations in Scope

{name}: {address}
{/locations}
{#project.formatted_executive_summary}

Executive Summary

{~~project.formatted_executive_summary}
{/project.formatted_executive_summary}
{#project.formatted_solution_summary}

Solution Description

{~~project.formatted_solution_summary}
{/project.formatted_solution_summary}
{#project.formatted_our_responsibilities}

{project.account_name} Responsibilities

{~~project.formatted_our_responsibilities}
{/project.formatted_our_responsibilities}
{#project.formatted_customer_responsibilities}

Client Responsibilities

{~~project.formatted_customer_responsibilities}
{/project.formatted_customer_responsibilities}
{#project.formatted_out_of_scope}

Out of Scope

{~~project.formatted_out_of_scope}
{/project.formatted_out_of_scope}

Scope of Work

In-Scope Services

Project Management

{project.account_name} will assign a project manager for the duration of the project to work closely with an assigned Client representative to ensure proper project coordination and planning.

These activities will include:
- Project kickoff meeting to define project resources and timeline
- Documentation of scheduled project activities
- Weekly Project Status meetings and documented updates as needed
- Coordination of {project.account_name} and {project.client_name} schedules to ensure successful implementation
- Project closure documentation to formalize end of project

{#project_pricing.professional_services.phases}

{name} Phase

{#services}

{name}

{#formatted_service_description}
{~~formatted_service_description}
{/formatted_service_description}
{#subservices}
- ({quantity}) {name}

{#service_description}
  - {.}

{/service_description}
{/subservices}
{/services}
{/project_pricing.professional_services.phases}
{#language_fields}
{#sentences}

{name}

{#formatted_introduction}
{~~formatted_introduction}

{/formatted_introduction}
{#phases}

{#sentences}
- {.}
{/sentences}
{/phases}
{^phases}
- There are no specific {name} for this project.
{/phases}
{/sentences}
{/language_fields}

Services Pricing

{#project_pricing.professional_services.phases.length>0}
{#project_payments.pricing_model=="fixed_fee"}

Fixed Fee Pricing

The fees associated with this engagement are:

{project_pricing.total_contract_value}

{/project_payments.pricing_model=="fixed_fee"}
{#project_payments.pricing_model=="time_and_materials"}

Time and Materials (T&M) Pricing

All services will be invoiced monthly based on actual hours worked.

{project.client_name} agrees to the following rate structure:

Resource Level	Rate (per hr)	Effort (hrs)	Estimated Total
{#project_pricing.resources}{^resource_slug=="project_total"}{resource_name}	{hourly_rate}	{quantity}	{total}{/resource_slug=="project_total"}{/project_pricing.resources}
{#project_payments.payment_terms.include_hardware}Estimated Material/Licensing Costs	------------------------------------		{project_pricing.product.revenue}{/project_payments.payment_terms.include_hardware}
{#project_payments.payment_terms.include_expenses}Estimated Travel & Expense Costs	------------------------------------		{project_pricing.travel_and_expense.revenue}{/project_payments.payment_terms.include_expenses}
{#project_pricing.professional_services.adjustment!=0}Discount			{project_pricing.professional_services.adjustment}{/project_pricing.prof

		essional_services. adjustment!=0}
	Estimated Total Fees	**{project_pricing.total_contract_value}**

{/project_payments.pricing_model=="time_and_materials"}
{#project_payments.pricing_model=="other"}
An "Other" Payment Term has been defined in Payment Terms in the Settings Menu. You will need to define this term in the document for it to have a useful output.
{/project_payments.pricing_model=="other"}
{^project_payments.payment_terms}
No Payment Term was selected in the Project Overview. Please select a term and re-generate the document.
{/project_payments.payment_terms}

Payment Schedule & Terms

{#project_payments.schedule.length>0}

Payment Schedule

{#project_payments.pricing_model=="fixed_fee"}
The following payment schedule will be executed for the fees associated with this project.
{/project_payments.pricing_model=="fixed_fee"}
{#project_payments.pricing_model==" time_and_materials"}
These amounts are estimated and will be billed as actuals.
{/project_payments.pricing_model==" time_and_materials"}

Service Fees	
{#project_payments.schedule}{#payment_type=="one_time"}{description}	{amount_due}{/payment_type=="on
Total Fees	**{project_pricing.tot

{/project_payments.schedule.length>0}

Payment Terms:

{#project_payments.payment_terms}{#include_hardware}
- Estimated Material costs are included in this fee. This amount may change based on actuals.
{/include_hardware}
{^include_hardware}
- Material costs are not included in this fee and may be billed seperately if applicable/incurred in the course of the project.

{/include_hardware}

{#include_expenses}

- Expenses are not included in this fee and may be billed seperately if applicable/incurred in the course of the project.

{/include_expenses}

{^include_expenses}

- Estimated Expenses are included in this fee. This amount may change based on actuals.

{/include_expenses}{/project_payments.payment_terms}

{/project_pricing.professional_services.phases.length>0}

{#project_pricing.professional_services.phases.length==0}

No Professional Services are Present in this Project

{/project_pricing.professional_services.phases.length==0}

{#project.terms_and_conditions.length>0}

Terms & Conditions

{#project.terms_and_conditions}

- {~~formatted_content}

{/project.terms_and_conditions}

{/project.terms_and_conditions.length>0}

Project Acceptance

IN WITNESS HEREOF, the parties hereto have caused this Statement of Work Agreement to be executed by their duly authorized representatives on the dates set forth below.

Accepted by:

_____   _____
By: {project.client_name}   By: {project.account_name}
Name: Name:
Title: Title:
Date: {project.printed_on}   Date: {project.printed_on}