

[CLIENT] [PROJECT NAME] PROJECT STATEMENT OF WORK

This Statement of Work (“**SOW**”) is governed by and made pursuant to the General Services Agreement (the “Agreement”) dated as of [GSA SIGNED DATE] between SuperFriendly Co. (“**SuperFriendly**”) and [CLIENT LEGAL NAME] (“**Client**”).

1. Project Name. [PROJECT NAME] (“**Project**”) for Client
2. Key Outcomes. SuperFriendly shall work to achieve [DESCRIPTION OF PROJECT OUTCOME].
3. Services. SuperFriendly shall perform the following services in furtherance of the key outcomes (the “**Services**”):
 - a. [What we will be doing to accomplish goal]
 - b. [What we will be doing to accomplish goal]
 - c. [What we will be doing to accomplish goal]
4. Deliverables. SuperFriendly shall deliver the following deliverables (each a “Deliverable”) according to the work plan described in Section 6 of this SOW (the “Work Plan”):
 - a. [What SuperFriendly will deliver as the tangible output of the services]
 - b. [What SuperFriendly will deliver as the tangible output of the services]
 - c. [What SuperFriendly will deliver as the tangible output of the services]
5. Client Materials:
 - a. [What will the client be providing]
 - b. [What will the client be providing]
 - c. [What will the client be providing]
6. Work Plan. Below is a breakdown of each part of the Project, the Work Plan, as well as an estimated date for completion of each part, some of which may occur in parallel. These estimated dates are based upon commencing work on or about [ESTIMATED START DATE]:

Part name	Estimated Start Date	Estimated End Date	Project value
[Part]	[When should we start]	[When should we end]	[estimated value]%

7. Termination of SOW. Each part is assigned a percentage indicating the portion the Project that part represents. Once SuperFriendly completes the Services or Deliverables associated with a particular part, that part is considered complete. In the event the Project terminates prior to completion of Services, Client shall pay SuperFriendly an amount of the total Fee that is proportionate to the percentage of the Project SuperFriendly has completed.
8. Project Cadence and Feedback Process. Throughout SuperFriendly's performance, SuperFriendly will seek Client's feedback. SuperFriendly's process relies on efficient feedback and project momentum to have maximum impact for Client. In the interest of maintaining project momentum, Client shall provide material feedback within three days of SuperFriendly's request for the same. Client agrees to make its working team available to provide timely feedback. SuperFriendly will make reasonable efforts to meet Client's standards and agrees to reasonably uphold Client's best commercial and market interests in all of SuperFriendly's Deliverables and recommendations.
9. Scope and Term. Client and SuperFriendly both acknowledge that projects are often difficult to keep on schedule due to factors outside the control of both parties, so SuperFriendly offers a one (1) month allowance after the estimated completion date ([DATE]) for the provision of Deliverables. The term shall terminate upon the delivery of the Deliverables, or on [Date plus 1 month], whichever occurs first. Anything outside of these Deliverables or after [Date plus 1 month] will be considered out of scope for this Project and may be extended at a rate of \$[XXXXX] USD per week at Client's request.
10. Payment Terms. Client shall pay SuperFriendly \$[XXX.XX] (the "Fee"). Client shall pay the Fee in the following installments and in accordance with the schedule below:

Payment	Invoice date	Payment due date
\$[XXX.XX]	Upon execution	Within five days of receipt of invoice
\$	[Due date minus net terms]	[Date we expect payment]
\$		
\$		

Any payment not made by the due date noted will bear interest at the lesser of 1.5% of all overdue amounts, or the greatest amount allowed by applicable law. Client shall be

responsible for reimbursement for all collection costs, including reasonable attorney's fees sustained by SuperFriendly in the course of attempting to collect any overdue amounts.

11. Key Personnel and Key Positions. The following personnel will lead the project for SuperFriendly and Client for the entire length of the SOW:

For SuperFriendly

Person	Area of focus	Contact Information
[NAME]	[ROLE]	[EMAIL]
[NAME]	[ROLE]	[EMAIL]

For Client

Person	Area of focus	Contact Information
[NAME]	[ROLE]	[EMAIL]
[NAME]	[ROLE]	[EMAIL]

12. Fee Exclusions. This Fee does not include reimbursement for expenses including, but not limited to, travel, fonts, stock photography/video/illustration, licenses, products, hosting, or other collateral or materials necessary for completion of the Project ("Expenses"). These Expenses will be billed separately, and Client agrees to reimburse SuperFriendly for the cost of such Expenses provided they have been approved in accordance with the Agreement.
13. Effective Date. This SOW will become effective when all parties sign it. The date of this SOW will be the date it is signed by the last party to sign it, as indicated by the date associated with that party's signature.

The parties are signing this SOW on the date stated opposite that party's signature.

For [CLIENT LEGAL NAME]

Signature: _____

Date: _____

[CLIENT FIRST NAME] [CLIENT LAST NAME]

[CLIENT TITLE]

client@clientorg.com

For SuperFriendly

Signature: _____

Date: _____

Dan Mall

President

[SUPERFRIENDLY STREET ADDRESS]

[SUPERFRIENDLY CITY], [SUPERFRIENDLY STATE] [SUPERFRIENDLY ZIP CODE]

[SUPERFRIENDLY EMAIL ADDRESS]