Statement of Work

[Insert company logo]

|  |  |
| --- | --- |
| Date | May 18, 2015 |
| Client | Jon Smith |
| Job Name | Smithville Bowling Website Update |
| Requested by | Jon Smith |
| From | Ian Hella |

Summary

The task is to create a functional and informational website for patrons to access and answer any basic information they have about the company as well as to drive new business in order to effectively compete with the current competition. This company needs to implement a website that both meets the informational needs of its current customers, as well as draws in new customers with an interesting and engaging user interface.

Project Scope

This SOW covers the following activities and deliverables.

The new site shall include all the previous content, organized differently with a new color scheme. Three different layout options will be delivered for the sponsor to approve before actual site update. Navigation tabs will be moved to the left side of the site for an updated look. Navigation of the site will include multiple pages as opposed to using the same page with different labels. Coding will be provided to activate the various links. The site shall also include links to popular social media sites, as is already part of the current site. We will not provide maintenance of the site at this time.

Schedule

| Task | Finish Date |
| --- | --- |
| Statement of Work | May 18, 2015 |
| SOW Acceptance | May 20, 2015 |
| Three different layout designs to be examine | May 25, 2015 |
| Layout approval | June 1, 2015 |
| Coding for new site | June 15, 2015 |
| Final site approval | June 22, 2015 |

Pricing

All costs listed below are based on the scope and assumptions included in this Statement of Work.

|  |  |  |
| --- | --- | --- |
| Item | Price | Cost Structure |
| Agency fees: | **$3000** | Fixed fee basis |
| ConsultationLayout designsCodingImplementation and testing | $500$1000$1200$300 |  |
| Out Of Pocket fees: | **$500** | Time and materials basis |
| Service FeeSoftware Fee | $400$100 |  |
| **TOTAL** | **$3500** |  |

The following is the payment schedule.

| Invoice Date | Invoice Amount |
| --- | --- |
| May 20, 2015 | $1500 |
| June 15, 2015 | $1200 |
| June 22, 2015 | $800 |

Key Assumptions

This agreement is based on the following assumptions.

Payments should be made on time although customer can request changes to links or images at any time up until the final approval of the site. Communications via email will be answered within 1 day. The sponsor should also be available to discuss changes on an as needed basis. The original site my experience temporary downtime during testing and implementation.

Acceptance

The client named below verifies that the terms of this Statement of Work is acceptable. The parties here are each acting with proper authority by their respective companies.

|  |  |  |
| --- | --- | --- |
| Smithville Bowling |  | Ian Hella Web Design |
| Company name |  | Company name |
| Jon Smith |  | Ian Hella |
| Full name |  | Full name |
| Owner/Operator |  | Web Designer |
| Title |  | Title |
|  |  |  |
| Signature |  | Signature |
|  |  |  |
| Date |  | Date |