

Tentative Schedule of Tasks

Month	Planned Tasks***
1	Gap Analysis: QMS/DMS; existing SOPs, policies, qual/ver/val; understand goals
	Deep understanding of QMS/DMS funct.--workflows, uploads, approvals, exams, revisions
	Document drafting and approval roadmap (custom plan)
	<i>Misc tasks (custom to company's needs)--time permitting</i>
	Begin drafting first needed policies & doc approval/QMS use SOP (done in Mo#2 if needed)
2	Draft needed policies (custom to company's needs)
	Draft needed governance SOPs (custom to company's needs)
	Begin approval of policies and gov. SOPs in QMS, according to roadmap
	Quality staff training (review/approve docs, move through QMS workflow, revise, etc)
	Develop training docs/presentations for company staff (QMS, doc authoring, approval)
	<i>Misc tasks (custom to company's needs)--time permitting</i>
3	Generate example templates for equipment SOPs, technical processes, qual/val/ver plan
	<i>Write specific qual/ver/val plan docs for key equipment and technical processes</i>
	Begin approvals of qual/ver/val plan drafts
	<i>Misc tasks (custom to company's needs)--time permitting</i>
4	<i>Write equipment SOPs, technical SOPs, other needed process SOPs, qual/ver/val plans</i>
	<i>Approvals of qual/ver/val plan data (after execution)</i>
	<i>Approval of equipment and technical SOPs after qual/val/ver data approved</i>
	<i>Misc tasks (custom to company's needs)--time permitting</i>
5	<i>Misc tasks (custom to company's needs)</i>
6	<i>Misc tasks (custom to company's needs)</i>

***Site visit is optional: \$1500 base fee per visit plus \$500/day on site (all expenses incl.); hours spent working on project tasks while on site count toward monthly/quarterly hours total. On site day = no more than 9 hours
blue text = optional work based on program needs and package purchased

Retainer Packages

Basic Retainer	Cost	hours	Terms
Option A	\$7,500	40**	Pre-paid--invoiced at beginning of contract, net30

Monthly Retainer	Cost/mo	hours/Mo*	Terms
Option 1	\$12,500	80**	Pre-paid--invoiced at beginning of ea month, net30, min 2 mo
Option 2	\$15,000	100**	Pre-paid--invoiced at beginning of ea month, net30, min 2 mo

Quarterly Retainer	Cost/Qtr	hours/Qtr*	Terms
Option 3	\$35,000	240**	\$20K invoiced at beginning of quarter, \$15K at end of quarter, net30
Option 4	\$40,000	300**	\$25K invoiced at beginning of quarter, \$15K at end of quarter, net30

*A month (Mo) is a calendar month; A quarter (Qtr) is any 3 consecutive calendar months selected

**hours exceeding retainer package purchased are billed at \$200/hour and subject to availability (after approval)