

### **SCHEDULE 3 – TEMPLATE STATEMENT OF WORK (RETAINED)**

Client	[CLIENT], a company registered in [JURISDICTION OF REGISTRATION] with registered number [NUMBER], whose registered office is at [ADDRESS] ("Client").
Standard Terms of Business Version & SoW Name	SoW ###
Consulting Services	Tactical operational and commercial support, Strategy development, Systems & Processes development
Start Date:	
Term	Initial fixed term to XXX, continuing on a rolling basis unless Notice is provided as per this SoW 1
Notice:	<p>During the initial 3 months fixed term period, this SoW ### may be terminated by either party at any time on 1 months' notice.</p> <p>This SoW ### will continue following the initial fixed term period on a rolling basis and may be terminated by providing 3 months' notice.</p>
Hours/ Days (per week)	<p>On average, XX Working Day(s) per week – invoiced at the start of each month</p> <p>Additional time can be added by mutual agreement - invoiced at the start of the following month with detail provided in the accompanying email</p>
Location	Guildford
Name of Consultant	XXX
Rates	<p>£ xxx per month</p> <p>Additional days to be charged as per the hour and day rates in Fee Schedule</p>
Expenses	Not included in rate and will be on charged at cost. Not to be incurred without prior mutual agreement
Billing Frequency	<p>The first as well as the final invoice will be pro-rated for the balance of the month</p> <p>Full invoices will be raised monthly, at the start of each month</p>
Billing day	The first invoice will be raised on or before the Start Date of this SOW ###, followed by 1 <sup>st</sup> calendar day of the subsequent months.
Payment terms	Due day is the final Business Day of each month
Deliverables	To be agreed between parties on a continuing basis.

For Client		For Service Provider	
Name		Name	
Title		Title	
Signature		Signature	
Date		Date	