

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

Client	[CLIENT], a company registered in [JURISDICTION OF REGISTRATION] with registered number [NUMBER], whose registered office is at [ADDRESS] (" <b>Client</b> ").
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:	During the initial 3 months fixed term period, this SoW ### may be terminated by either party at any time on 1 months' notice.  This SoW ### will continue following the initial fixed term period on a rolling basis and may be terminated by providing 3 months' notice.
Hours/ Days (per week)	There is [a / no] minimum commitment of [###] [hours / days].  Any additional hours are invoiced at the pre-agreed rate or, if none agreed, as per Schedule 2 – Standard Billing Rates
Location	Guildford
Name of Consultant	XXX
Rates	£ xxx per [hour / day]
Expenses	Not included in rate and will be on charged at cost. Not to be incurred without prior mutual agreement
Billing Frequency	Full invoices will be raised monthly, though interim, ad-hoc invoices may be raised by mutual consent.
Billing day	1 <sup>st</sup> Working Day of the month
Payment terms	Due day is the final Business Day of each month for regular invoices or 14 days net for interim invoices
Deliverables	To be agreed between parties on a continuing basis.

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

SAMPLE