

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:	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)	On average, XX Working Day(s) per week – invoiced at the start of each month Additional time can be added by mutual agreement - invoiced at the start of the following month with detail provided in the accompanying email
Location	Guildford
Name of Consultant	XXX
Rates	£ xxx per month Additional days to be charged as per the hour and day rates in Fee Schedule
Expenses	Not included in rate and will be on charged at cost. Not to be incurred without prior mutual agreement
Billing Frequency	The first as well as the final invoice will be pro-rated for the balance of the month Full invoices will be raised monthly, at the start of each month
Billing day	The first invoice will be raised on or before the Start Date of this SOW ###, followed by 1 st 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	

SAMPLE