



Statement of Works

<CUSTOMER NAME>

<DD/MM/YYYY>

Perform Partners

PERFORM PARTNERS, Platform, New Station Street, Leeds, LS1 4JB



Perform Partners Ltd SOW <SOW REF> for agreement to undertake consulting services to
<CUSTOMER NAME>

Issued: <DD/MM/YYYY>

Start Date: <DD/MM/YYYY>

Prepared for: <CUSTOMER NAME>

Classification: Confidential

SOW Reference: <SOW REF>

Change Control:

Date	Version	Author	Summary of changes
<DD/MM/YYYY>	0.1	<NAME>	<DESCRIPTION>



Agreement summary

This Statement of Works ("SOW") includes a detailed account of the services to be provided, creating a clear and transparent set of requirements for all parties to adhere to.

This document is issued in line with <<Customer Name>> ("Customer") and Perform Partners Ltd ("Supplier") Master Services Agreement dated <<date>> ("the Agreement"). The SOW is governed by the Master Services Agreement.

The SOW and supporting documents contained in the Appendices are effective from the latest date approved by all parties below.

Services provided by:

Services provided to:

Perform Partners
Platform,
New Station Street,
Leeds LS1 4JB.

Company No: 11606816

<<Customer Name>>

<<Address Line 1>>,
<<Address Line 2>>
<<Address Line 3>>

Company No: <<Company No>>

The cost for fulfilling this SOW is <£00,000.00> (+ VAT) and is payable in line with the terms referenced in the relevant section below.

Any queries relating to the content of this SOW or the ongoing delivery of services once agreed should be directed to your dedicated Managing Consultant for the period of this engagement.

Perform Partners
Platform,
New Station Street,
Leeds LS1 4JB

T: +44 (0) 113 426 6810
E: info@perform-partners.com



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1. Summary and objectives

Perform Partners will provide <<Customer>> with...

Perform Partners' approach is always to never have surprises, throughout the engagement, the work will always be transparent and available for scrutiny as part of our quality management process.

2. Success criteria and deliverables

Success criteria will be measured using the following deliverables. Each deliverable has success criteria to enable <<Customer Name>> senior stakeholders to assess the success of the project delivery, track performance and check quality levels as we progress through the engagement. In some instances, we require <<Customer Name>> senior stakeholders to support Perform Partners in the implementation of the deliverables to achieve the required quality levels.

ID	Deliverables	Timings
	Success Criteria	
ID	Deliverables	Timings
	Success Criteria	
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	Success Criteria	



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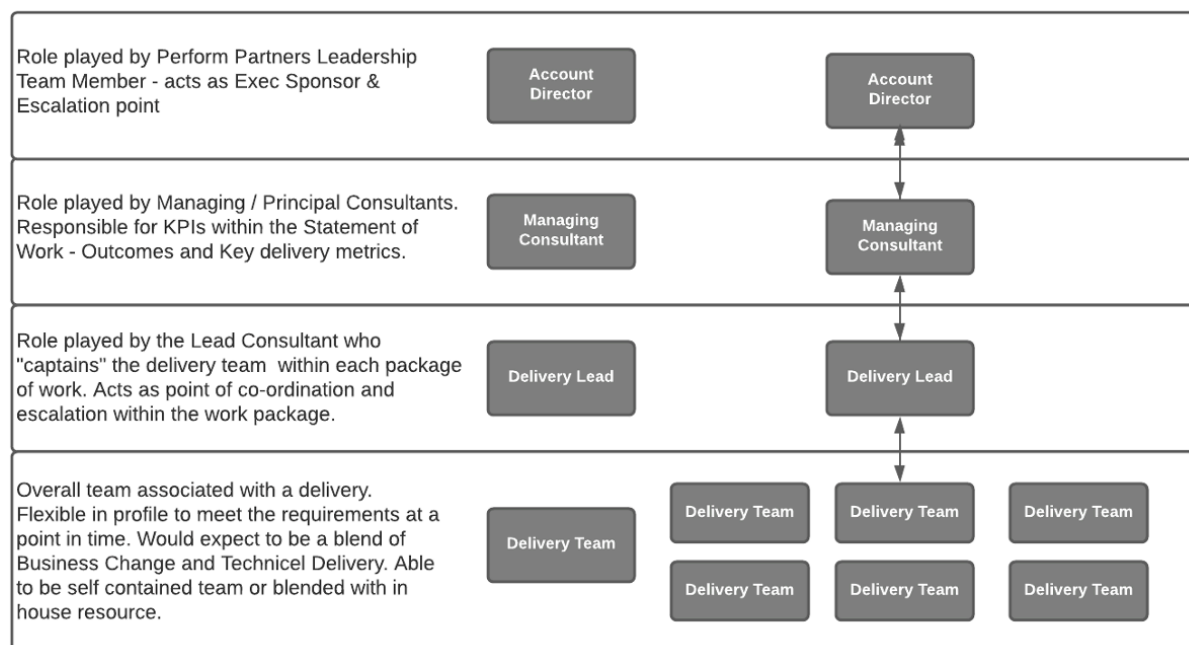
SOW timeline

The milestones and overall objectives contained in this SOW are forecast to complete by <Completion Date>.

Any subsequent requests for services will require a new SOW to be active after the deliverables are achieved or changed as part of this document. The new SOW will contain the detail required for the next delivery period and cover the requirements and costs with an approved Purchase Order for the ongoing work, that could be relational or separate to this distinct agreement.



3. Customer Engagement Model



4. Service structure and costs

The services have been requested from Perform Partners and are required to fulfil the objectives of this SOW. The cost of these services is included in the SOW value that is summarised at the top of this agreement.

The service and summarised cost below represents the service cost of this SOW. Additional requirements through changes to the scope of this SOW will be discussed by exception with the Customer and payment terms agreed before changes are made.

Service	Cost
<Delivery consultancy services>	£0
VAT	£0



Total cost (£)	£0
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5. Payment schedule and expenses policy

The Customer will be invoiced monthly in line with the ongoing completion of the agreed deliverables and the duration of the SOW.

Expenses incurred on items that are not detailed in this document, along with travel and subsistence on goods and services purchased on the Customer's behalf will be charged separately at cost and in line with the Customer's existing expense policy and with the Customer's prior written approval.



6. Change control procedure

A Change Request (CR) will be the vehicle for communicating change that falls outside the scope of this SOW and is likely to impact on the time, cost or quality of delivery. The designated Perform Partners representative, listed at the top of this agreement, will discuss the CR with the Customer and agree the impact on the SOW outcome.

Relevant parties from Perform Partners and the Customer will review the proposed change and approve it for further action or reject it. Perform Partners and the Customer will mutually agree any charges before further action is taken that could impact time, cost or the quality of the delivery.

All CRs will be logged by Perform Partners with the outcomes recorded for ongoing visibility.

7. Completion criteria

Perform Partners will have fulfilled its obligations of this SOW and to the Customer when:

- The activities described in this SOW and listed in the "Success criteria" section have been accepted by the Customer without any unreasonable objections.



Appendix A: Copyright

The information contained in this document is the copyright of Perform Partners. The information may not be distributed to any third parties except with the written permission of Perform Partners.

