

**Statement of Work
between
Radtac Ltd and **ENTER CLIENT NAME****

1. Term and Termination

- 1.1 This SOW contains the necessary terms relating to the services being delivered and shall be governed by the Agreement for Services effective between the parties on **[DATE]**.
- 1.2 This SOW shall commence on **ENTER DATE HERE** and shall terminate upon completion of this SOW
- 1.3 Early termination can be invoked with 14 (fourteen) days' notice. In the case of early termination being invoked by **ENTER CLIENT NAME HERE** days consumed from start date up to and including notice date will be invoiced, as will working days that fall within the notice period, using the Principal Consultant rate for Radtac Ltd services.

2. Services and Personnel

- 2.1 Subsequent SOW's will be approved and signed off by **CLIENT NAME HERE**, only if required, with no commitment to engage Radtac Ltd for more than any 1 (one) SOW at a time.
- 2.2 Services will be provided by Radtac Ltd: **ENTER SERVICES HERE**
- 2.3 Delivery performance to be reviewed bi- weekly commencing **ENTER DATE HERE**

3. Location and Dates

- 3.1 The location for the work will be remote or onsite if appropriate and circumstances allow.
- 3.2 Delivery dates
 - a) Planned Service start date:
 - b) Planned Service end date:
 - c) Total budget: As per the Investment section below

4. Reporting and Escalation

- 4.1 The Radtac Ltd personnel on this engagement will report directly to the Radtac Ltd Account Director, **ENTER ACCOUNT DIRECTOR**, for the duration of this SOW.
- 4.2 Any service escalations in relation to Radtac Ltd's performance on this engagement to be raised to **ENTER ACCOUNT DIRECTOR NAME & EMAIL** in the first instance and then to Penny Cuthbert, Head of Delivery (penny.cuthbert@cprime.com).

5. Investment

- 5.1 The consultancy services are being provided on a Fixed Price basis. All costs are exclusive of VAT.
- 5.2 For services conducted at agreed-to location(s) other than remote working, travel, accommodation and transportation expenses will be invoiced at cost plus a 10% (ten percent) administration charge. Travel time to locations other than agreed-to location(s) will be considered billable time. Client shall also be responsible for any other expenses incurred directly related to this SOW so long as it has been approved in advance by Client.
- 5.3 Please use Radtac Ltd Reference when raising Shopping Cart/Purchase Order for this Statement of Work.

Service	Deliverable	Fixed Rate	Quantity	Total
1				
2				
3				
				Total Investment

On completion of initial analysis, the backlog work will be confirmed and prioritised. Should there be any changes to the above, then those changes will be agreed and prioritised with **ENTER CLIENT NAME**. At the end of each increment, the backlog will be reviewed and re-prioritised, in collaboration with **ENTER CLIENT NAME**

Fixed Price Invoicing Schedule

This is a Fixed Price engagement. The above is the fee(s) required to provide the Services described in this SOW. Radtac Ltd will invoice Client no later than the 10th (tenth) of the month following the invoicing schedule below:

[Note to Sales: This table below is an EXAMPLE. Please discuss with the relevant Delivery team to determine/confirm an appropriate Milestone/Deliverables schedule. An appropriate schedule will be based on the exact product/services being sold. Ideally, there should be a minimum of one (1) milestone per month].

[Instructions for Sales] (Remove this column before presenting to Client)	Milestone / Deliverable	Description of Milestone / Deliverable	Invoicing Schedule
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Radtac Ltd is a Cprime Company

Registered Office | Innovation Centre | Maidstone Road | Chatham | Kent | ME5 9FD
 Registered in England & Wales | Company Number 3600183 | VAT GB 769 6885 43
Email | enquiries@radtac.com

If a deposit is required, calculate % or \$ to be invoiced upon execution of SOW.	Pre-Bill / Deposit	Pre-Bill / Deposit % or \$	Upon execution of SOW
	1	[Ex: Halfway Marker; Month 1; Milestone 1]	[Ex. 50% of total billed 3 weeks into engagement]
	2	[Ex. Completion of Deliverable; Month 2; Milestone 2]	[Ex. Remainder billed at completion]
Insert additional rows as necessary to capture the appropriate milestone/deliverables schedule			

Signatories

On behalf of: Radtac Ltd.

Date:

Name:

Title:

On behalf of **ENTER CLIENT NAME**

Date:

Name:

Title:

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