



STATEMENT OF WORK 2026

1. INTRODUCTION

1.1 REFERENCE

The title of this Statement of Work ("SOW") is **[INSERT REFERENCE NUMBER]**

Its reference code: **[DATE]**

Version Control

DATE	UPDATED BY	VERSION

1.2 PARTIES

This Statement of Work is entered into by and between **SATIGO Ltd** with a place of business 20 Wenlock Road, London, England, N1 7GU ("**SATIGO**") and ("**Client**") with a place of business at **[Insert address]** is effective as of the date last signed below by the parties ("Effective Date"). SATIGO reserves the right to subcontract part, or all the works described herein. In such circumstances, any reference to "SATIGO" applies also to sub- contracted suppliers.

1.3 INFORMATION

The information contained in this SOW is of a confidential and proprietary nature and is submitted by SATIGO on the understanding that it will be used for evaluation purposes only. The copyright to this SOW is owned by SATIGO. No part of this SOW may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, including, without limitation, by electronic, mechanical, photocopying, recording or otherwise, without SATIGO's prior written consent. Client may store and transmit this SOW within its internal operations. All trademarks and product names used within this SOW are hereby acknowledged.

SATIGO endeavors to ensure that the information contained in this SOW is correct, and whilst every effort is made to ensure the accuracy of such information it accepts no liability for any error or omission in the same. Client accepts that SATIGO has relied on information provided by Client in production of this SOW and in the delivery of Services and SATIGO has no liability whatsoever resulting from the inaccuracy of this information.

It is the Client's responsibility to ensure that the Services determined under this SOW meet the relevant requirements of the client. It shall be the client's responsibility to clarify with SATIGO, and to correct accordingly, any ambiguity relating to the Services.

1.4 CONTACT DETAILS

	[CLIENT]	SATIGO
NAME		Nabil Dar
TITLE		Managing Director
TELEPHONE NO.		0207 256 3212
EMAIL ADDRESS		Nabil.dar@satigo.com

1.5 DELIVERY LOCATION ("LOCATION")

The Services described in this SOW will be provided by SATIGO at any the following delivery locations:

- [CLIENT ADDRESS]
- 20 Wenlock Road, London, England, N1 7GU
- [CONSULTANT ADDRESS]

2. SERVICES AND FEES

2.1 SERVICES OVERVIEW

SATIGO will provide the client with a named resource or team that has the skills and capability to fulfil the client's project requirements as set out in the Schedule. The client and SATIGO will be responsible for defining the scope of the work and time frame of expected delivery.

Named Resource: [CONSULTANT NAME] or agreed substitute.

2.2 PO VALUE, ESTIMATED LEVEL OF EFFORT, WORK COMMENTMENT & EXPENSES

Value: £X per day

Commencement Date:

End date:

Estimated level of effort: X billable days

Expenses: SATIGO will not recover Expenses

2.3 FEE SCHEDULE & TERMINATION

The client agrees to pay SATIGO's charges for the supply of services. All prices are exclusive of VAT. £X (£X X billable days)

SATIGO and the Client may terminate this SOW at any time by giving two (2) weeks' notice.

2.4 INVOICING

SATIGO will invoice Client for Services performed under this SOW monthly against approved timesheets which will be payable within 30 days of invoice. No subsequent disputes will be recognised, and invoices should be paid in full.

The fees specified in the Fee Schedule above are based upon the Services Overview and Role(s) stated in this SOW. The actual time (Days) required to fully accomplish the client objectives may vary from these estimates. SATIGO will in no event be liable for any delay or underestimation of resource which may occur. If additional work by SATIGO is required, the parties may agree upon an extension to the Services.

Should the named resource be offered a permanent or fixed term contract with the Client then an introductory fee will be applicable as per the agreed permanent terms of business.

2.5 DELIVERY

The period of performance of Services hereunder will commence and be completed upon mutually agreed dates.

All Services will be performed during Normal Work Hours. "Normal Work Hours" shall mean the hours between 09:00 and 17:00 local time. Normal Work Hours do not include Saturday, Sunday, public holidays (as observed in the country in which the Services are performed). A "Normal Work Day" comprises of eight (8) hours during Normal Work Hours (exclusive of any applicable statutory rest periods). For the avoidance of doubt each working "Day" refers to a period of 8 hours or such hours as are reasonably requested by the client.

For Services pre-approved and performed outside Normal Work Hours or in addition to a Normal Work Day (overtime), SATIGO will charge overtime rates. Overtime rates are to be pre-agreed by all parties before commencing of work.

3. CLIENT RESPONSIBILITIES & OBLIGATIONS

3.1 PROJECT MANAGER

Prior to the commencement of Services under this SOW, client shall nominate a Project Manager to liaise with SATIGO at all times during the provision of Services under this SOW. Client's designated Project Manager will be required to assist in coordinating Client's resources in a timely manner and shall act as the focal point for resolution of project related issues.

Client shall ensure that the Project Manager has the authority to approve project milestones. SATIGO will invoice for the Services delivered.

3.2 FACILITIES

Client must provide SATIGO with all necessary co-operation, information and support that may reasonably be required by SATIGO for the performance of the Services including, without limitation, access to suitably configured computers, software products and applicable passwords, at such times as SATIGO requests dependent on site location and permissions. In addition, client must provide SATIGO personnel with access to all buildings, parking, phone systems, internet access, server rooms, and workstations, and will provide all necessary passes for access to such areas if work is required outside of Normal Work Hours if client must further provide access to a suitable conference room facility for meetings, interviews, and facilitated sessions during any on-site components of the engagement. Client must provide a suitable test environment that is representative of server or workstation mix and platforms as appropriate.

3.3 INFORMATION

Client must provide SATIGO with access to the following at all times: (i) materials and resources related to Client's business and technical environment; (ii) software design documentation, current design diagrams, and other information required to deliver the Services; (iii) access to all operating systems and network and computing environments necessary to complete the Services. Where applicable, such access shall include various user accounts for relevant applications, as needed, to perform, by way of example, a penetration assessment. Client must provide SATIGO licensed copies of and ensure up-to-date maintenance and support of all software products, including any software and / or hardware products, to be installed, implemented, used or accessed by SATIGO hereunder. Payment for, license, use and operation of all such products are the sole responsibility of client.

3.4 ENVIRONMENT

Client shall ensure (or procure from SATIGO, as the case may be) that prior to the commencement of Services by SATIGO as specified in this SOW and continuing throughout the provision of Services, that: (i) all the necessary software products have been correctly licensed by client for all appropriate platforms (and all required versions) and the same are made available, in a timely manner, to SATIGO; (ii) the operating systems of all appropriate servers and computers will be at a level supported by the software products to be used; (iii) that the client environment, including the application and database environments, will be kept under change control and that the physical environment is stable and provides a viable environment for SATIGO to undertake the Services; (v) third parties such as Internet Service Providers have been made aware of any applicable testing that might be carried out by SATIGO.

SCHEDULE

Deliverables	Delivery Date

4. ADDITIONAL TERMS AND CONDITIONS

4.1 INTELLECTUAL PROPERTY

SATIGO acknowledges that any deliverables created under this SOW are the client's property upon full payment.

4.2 DATA PROTECTION

Both parties will comply with relevant data protection laws. Personal data shared during the SOW will be handled as agreed upon.

4.3 LIMITATION OF LIABILITY

SATIGO's liability is limited to the fees paid under this SOW, excluding liability for death, injury, or fraud.

4.4 CONFIDENTIALITY

Both parties agree to maintain the confidentiality of proprietary information exchanged during the contract.

4.5 TERMINATION CONSEQUENCES

Upon termination, all payments become due, and any SATIGO materials or deliverables must be returned or paid for in full.

5. GENERAL

5.1 Force Majeure: SATIGO is not liable for delays caused by events beyond reasonable control.

5.2 Jurisdiction: This SOW is governed by English law and is subject to the jurisdiction of English courts.

6. SOW ACCEPTANCE

4.1 INTELLECTUAL PROPERTY

AS WITNESS the hands of the duly authorised representative of the parties here to the day and year first below written

Agreed to and accepted on behalf of

SATIGO LTD

AUTHORISED SIGNATURE

PRINT NAME

TITLE

EFFECTIVE DATE

Agreed to and accepted on behalf of

[CLIENT]

AUTHORISED SIGNATURE

PRINT NAME

TITLE

EFFECTIVE DATE