

STATEMENT OF WORK

PROJECT SUMMARY & DESCRIPTION OF SERVICES	
Name(s) and contact information for the University's personnel responsible for accepting the deliverables:	Name(s) and contact information for the Supplier's personnel responsible for performing the services:
UD BUSINESS UNIT:	SUPPLIER/CONSULTANT NAME:
CONTACT NAME:	CONTACT NAME:
PHONE:	PHONE:
EMAIL:	ADDRESS:
	EMAIL:
**Internal Note: Supplier's name and address must match the information on the UD Exchange Requisition prior to submitting. If the fulfillment Address does not exist, the Supplier is required to complete a new W-9 / W-8 form to add/edit their fulfillment and/or remittance address.	
Start Date of Engagement:	End Date of Engagement:
Detailed description of the services to be performed, including location (attach additional sheets, if necessary):	
Detailed list of deliverables (e.g., report, presentation, data analysis, drawings, etc.), including any milestones:	

STATEMENT OF WORK

FEES & EXPENSES The University agrees to pay Supplier a fee, indicated and detailed below, the total amount due upon completion of all Services and acceptance of all deliverables, unless the Parties agree to a payment schedule detailed below. If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein. RATE (e.g., Hours/Days): **PAYMENT SCHEDULE:** (e.g., Deliverables) **TOTAL NOT-TO-EXCEED FEE: PURPOSE CODE:** The University DOES NOT AGREE to separately reimburse Supplier for any expenses. OR The University agrees to reimburse Supplier for the reasonable expenses. If the University agrees to pay for reasonable expenses, Supplier shall provide the University with the expense detail, including original receipts for reimbursement of actual expenses incurred, in accordance with applicable the University's travel and business expense policies. University will reimburse Supplier the following detailed expense type(s) (e.g., transportation, hotel, meals, etc.) up to the estimated amount(s) below: Terms and Conditions. This Statement of Work ("SOW"), adopts and incorporates by reference the University of Delaware's Standard Terms and Conditions set forth at https://www1.udel.edu/procurement/supinfo/tc/index.html (the "Terms & Conditions"). Transactions performed under this SOW will be conducted in accordance with and be subject to the terms and conditions of this SOW and the Terms & Conditions. Capitalized terms used but not defined in this SOW shall have the meanings set out in the Terms & Conditions. This Agreement shall not be binding unless executed below by the Parties and incorporated into the issuance of a University Purchase Order. Any variance from or addition to the Statement of Work, Fees and Expenses, or Terms & Conditions of this Agreement in any present or future invoice, or other document delivered by Supplier will be void and of no effect unless agreed to in writing by the University. IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf by their

Title: _____ Title: _____

Date: ____ Date: ____

respective duly authorized officers as of the Date set forth below:

By: _____

STATEMENT OF WORK (2023v1) Page 2 of 2

UNIVERSITY OF DELAWARE