

## SUPPLEMENTAL STATEMENT OF WORK

**THIS COMPLETED FORM SHOULD BE SUBMITTED AS AN INTERNAL ATTACHMENT TO A CHANGE REQUEST IN UD EXCHANGE**

Provide the details regarding the changes to the existing Statement of Work (SOW). Description of change(s) should clearly outline new dates if an extension, the changes and/or additions to the services including any deliverables, and the revised Fee, if applicable. 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.

<b>PURCHASE ORDER #:</b>	<b>REVISED END DATE OF ENGAGEMENT</b> (if extended):
<b>UD BUSINESS UNIT:</b>	<b>SUPPLIER/CONSULTANT NAME:</b>
<b>DETAILED DESCRIPTION OF CHANGE/ADDITION TO SERVICES</b> (attach additional sheets, if necessary):	
<b>DETAILED LIST OF CHANGES/ADDITIONS TO DELIVERABLES</b> (e.g., report, presentation, data analysis, drawings, etc.), including any milestones:	
<b>FEES &amp; EXPENSES</b>	
The University agrees to pay Supplier a revised fee, 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 <i>below</i> . 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.	
<b>TOTAL FEE TO BE PAID:</b>	\$ _____ (Original PO amount \$ _____ +supplement amount \$ _____)
Payment Schedule (if applicable)	
Payment 1	Due Date: \$
Payment 2	Due Date: \$
Payment 3	Due Date: \$

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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. The 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 Supplemental Statement of Work ("SSOW"), 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 SSOW will be conducted in accordance with and be subject to the terms and conditions of the existing SOW and the Terms & Conditions. Capitalized terms used but not defined in this SSOW 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 Supplemental 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 respective duly authorized officers as of the Date set forth below:

SUPPLIER:

UNIVERSITY OF DELAWARE:

BY:

BY:

TITLE:

TITLE:

DATE:

DATE: