ATTACHMENT 1
SCOPE OF WORK

Department or School Name: _____

Agreement Terms: Start Date: _____End Date: _____

Scope of Services Requested (What are your needs?)

Detailed Description of Services Objective (How will Supplier meet your needs?)

If applicable, key Deliverables throughout Project (Phases)

If necessary, feel free to attached additional documents to Attachment 1.

ATTACHMENT 1
SCOPE OF WORK

Resources to Complete the Scope of Work (I.e. Training, Materials, Headcount)

What is the Final Product for Services Rendered?
(I.e. Database Management, Software, HR Benefits, Data Analysis Report, Architecture Drawings)

If necessary, feel free to attached additional documents to Attachment 1.

ATTACHMENT 1
SCOPE OF WORK

Payment Terms:
($ per hours, day, Milestone Rate Specified in an Addendum, Percentage Rate Based on Work Completion, or Fixed Fee)

In full monetary consideration for this SOW and the services performed by the Consultant hereunder, the University shall reimburse Consultant in an amount not to exceed $_____, which is based on:

1. A rate of $_____per _____ for such times as the Consultant actually performs services as called for by this SOW; or
2. A milestone rate specified in an addendum to the Agreement; or
3. A percentage rate specified as follows:_____

Note: The total consideration includes all other expenses, including transportation and subsistence expense, which shall be reimbursed to the Consultant in accordance with the reimbursement practices of the University; or as otherwise specified in an addendum to this Agreement.

SOW Approved by (Print Name) _____for Contract Executed on _____.

"Service Provider"	Department/School
Sign: _____	Sign: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

NOTE1: This SOW is governed either by the Terms and Conditions set forth in the Agreement between the Parties – if present- or by the terms and conditions of Columbia University Purchase Order Form.

If necessary, feel free to attached additional documents to Attachment 1.