

Statement of Work SOW-2026-02

PROJECT-2 Service handbook under MSA-2026-01

Statement of Work	SOW-2026-02
Agreed under	MSA-2026-01 clause 2.1
Project	PROJECT-2 Service handbook
Client	Tern Events (CO-03)
Assigned specialist	Sample specialist 2
Rate	100.00 USD per hour, per MSA-2026-01 clause 3.1
Not to exceed	3,000.00 USD
Fees recorded to date	2,400.00 USD from 24 recorded hours
Invoice	SVCINV-2 issued 2026-09-01, due 2026-09-30

Fictional agreement generated for file-parsing tests. It is not legal advice, not a template to sign, and the parties, addresses and identifiers do not exist.

Scope

The Supplier will deliver service handbook for the Client. The work is time and materials against the not-to-exceed value above; the deliverable values below allocate that value and are not a separate fixed price.

Deliverables and acceptance criteria

Ref	Deliverable	Due	Allocation USD	Acceptance criteria
D1	Outline and interview notes	2026-08-10	600.00	Outline covers all six service lines and each has at least one interview note.
D2	Draft handbook	2026-08-26	1500.00	Draft contains every section in the accepted outline and no placeholder text.
D3	Final handbook and training pack	2026-09-21	900.00	Final file carries the agreed review comments closed and the training pack runs to sixty minutes.
	Not-to-exceed total		3000.00	

Acceptance

Acceptance runs under clause 5 of the master services agreement: ten business days to test against the criteria above, silence is acceptance, and each acceptance is recorded on a certificate.

Assumptions

Expenses are recharged under clause 4.1 up to 250.00 USD. The Client provides content and approvals within three business days of a request. A change to scope or value needs an amendment under clause 15.1.

Signed for	Name and role	Date
Tern Client Services	Fictional director, Tern Client Services	27 July 2026
Tern Events	Chen Sample, Coordinator	27 July 2026