Request For Quote

Statement of Work

|  |  |
| --- | --- |
| PROJECT | Name of your project |
| COMPANY | Name of your company |
| VERSION | A |
| DATE |  |

## Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **Date** | **Authors** | **Description** |
| A |  |  | First issue. |
|  |  |  |  |
|  |  |  |  |

## Contact Information

The points of contact for this statement of work are listed in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title** | **Email** | **Phone** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Problem Statement

*What is the specific problem to solve?*

*Add images to help convey the problem.*

## Scope of Work

*Give a detailed description of the project and problem.*

*Specifically, what tasks are you expecting the consultant to perform? List them.*

*Add images to help explain the project and your understanding of the problem.*

### Data Requirements

*What data will you need to share with the consultant for them to perform the work?*

### Technical Approach

*What methods or tools are preferred or required to deliver the work?*

### Standard Adherence

*What industry standards must be followed, if any?*

### Stakeholder Coordination

*Are there other stakeholders or third-parties that need to be involved, e.g. to exchange data or coordinate services with? Explain any coordination required with other parties.*

## Deliverables

*What are the expected outputs from the consultant?*

*Examples include simulation reports, test data, software, hardware, etc?*

## Timing and Budget

*Are there any strict requirements on timing and budget? If so, explain here.*

|  |  |
| --- | --- |
| PROPOSAL DEADLINE | Unspecified |
| PROJECT START DATE | Unspecified |
| PROJECT END DATE | Unspecified |
| BUDGET (USD) | Unspecified |

## Terms and Conditions

*Optionally specify any terms and conditions here, such as those regarding payment, expenses, travel, project change requests, confidentiality, and termination.*