

# Definitive Media

## Statement of Work: Example Form

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Overview	A brief description of the services you are providing and the name of the site or product you will be working on. If the project has a number of phases, they will be listed and summarized at this point.
PROCESS DESCRIPTION	Here we describe exactly what I am going to do, in what order, and what the purpose of each task is. The timesheets provided at the completion of each phase should generally match what is outlined here.
DELIVERABLES	This area would list, specifically, what you are going to receive. For example, the number of photographs, number of preliminary designs or revisions, etc.
OWNERSHIP	Here we outline the copyright details of the work. In most cases, you would retain ownership of all design work, but some ownership aspects of the delivery may need to be negotiated.
PRICING	<p>All work will be billed at the rate of \$60/hour unless otherwise negotiated.</p> <p>Detailed timesheets of the work process will be made available to the client on the completion of each phase or requested update.</p>

PAYMENT  
TERMS

Invoices will be issued at the completion of each outlined phase.

An additional invoice for hosting costs will be issued annually.

Payments for all billings are due thirty (30) days after the date the invoice is issued.

All cheques should be payable to **Definitive Media**

By signing below, you agree to the terms outlined above.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_