

Schedule A

STATEMENT OF WORK

This Statement of Work is made pursuant to the Independent Contractor Agreement dated as of this \_\_\_\_\_ day of \_\_\_\_\_ (mo), \_\_\_\_\_ (year) and Eastern Michigan University, and, accordingly, is subject to and hereby incorporates by reference the terms and conditions set forth therein.

a) **Description of Services:**

b) **Description of Deliverables:**

c) **Project Schedule (including start and end date):**

d) **Identity of Vendor's Employees Performing Services:**

e) **Location for Performance of Services:**

f) **Please indicate Type of Costs of Services (Please check the appropriate line):**

Fixed per proposal/quote \_\_\_\_\_ Estimated \_\_\_\_\_

g) **If Costs of Services are Estimated, the maximum authorized payment shall be:**

\$ \_\_\_\_\_.

h) **Fee Structure and Payment Schedule**

a. **Fee structure:** University agrees to pay Contractor for services performed as follows:

b. **Payment Schedule:** University will pay Contractor within thirty (30) days of invoicing by Contractor, after services are provided. All Contractor invoices shall refer to the assigned

University Purchase Order number. University requires that all supporting documentation for services rendered and expenses (if applicable) be included in each invoice submission.

i) The University's contact person for the coordination of activities relative to this Agreement is:

\_\_\_\_\_

**Eastern Michigan University**

\_\_\_\_\_ (Dept)

\_\_\_\_\_ (Building Location)

**Ypsilanti, MI 48197**

**Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_**

j) The Contractor contact person for the coordination of activities relative to this Agreement is:

\_\_\_\_\_ (Company Name)

\_\_\_\_\_ (Contractor Rep / Title)

\_\_\_\_\_ (Address)

\_\_\_\_\_ (City, State / ZIP)

**Ph: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_**

**Independent Contractor**

**Eastern Michigan University**

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

\_\_\_\_\_  
**(Print or type name)**

\_\_\_\_\_  
**(Print or type name)**

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_