**Exhibit A**

**Project Details and Scope of Services**

**1. Client Information:**

|  |  |
| --- | --- |
| Legal Name: |  |
| State of Incorporation: |  |
| Tax ID Number: Business Address:  |  |

**2. Terms**

|  |  |
| --- | --- |
| Effective Date:  |  |
| Initial Term:  | [the period of time during which the contract remains in effect. At the end of an initial term, the contract may be renewed or terminated.] |

**3. Services & Deliverables**

|  |  |
| --- | --- |
| Description of Project:  |  |
| Scope of Services:  |  |
| Deliverables:  |  |

**4. Service Delivery**

|  |
| --- |
| Start Date:  |
| End Date:  |
| Location:  |

**5. Costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Description** | **Qty** | **Unit Price** | **Total** |
| Personnel |  |  |   |   |  |
| Services & Fees |  |  |   |   |  |
| Subcontracts |  |   |   |   |   |
| Admin fees & costs |   |   |   |   |
| Supplies & Materials |   |   |   |   |
| Travel |  |   |   |   |   |
|  |  |  |  | SUBTOTAL  | $0.00 |
| **Includes applicable institutional overhead costs applied by the University of Washington.** | TAX  | $0.00 |
| **TOTAL**  | $0.00 |

Add any conditions or limitations regarding expenses and related amounts.

**6. Invoicing**

Client shall pay the UW upon completion of work.

Client shall pay the customer according to the schedule of milestones/deliverables provided below

Client shall pay the UW on a monthly/quarterly/annual basis upon receipt and acceptance of report of deliverables/progress.

**7. Other**

|  |  |
| --- | --- |
| Client will provide:  |  |
| UW will provide:  |  |