

## STATEMENT OF WORK

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

1. **AGREEMENT:** This “Statement of Work” will be entered under and governed by the Employment Agreement between the parties hereto, dated as of \_\_\_\_\_ (the “Agreement”). Unless otherwise defined herein, capitalized terms used in this Statement of Work shall have the meanings ascribed to them in the Agreement.

### 2. SCOPE OF WORK

Services: (list roles and responsibilities here – below are a sample)

- Streamline Employee/Consultant Onboarding Process & Documents
- Streamline Client Onboarding Process
- Review and edit Contractor & Employee Onboarding documents
- Create pipeline protocol for finances and invoicing
- Create an Internal Company Manual outlining processes
- Modify Employee Handbook
- Get GL & E&O Quote per client requirements
- Create quick view one sheets for admin
- Review and edit Rate Sheet and Offer Letter

4. **SCHEDULE:** This scope of work becomes effective \_\_\_\_\_.

### 5. PAYMENT:

a) Employee shall be paid once a month in the amount of \_\_\_\_\_ (\$ \_\_\_\_\_ USD) before taxes. All expenses must be approved in advance by the Company in writing (email is acceptable).

b) Employee becomes eligible for health insurance after ninety (90) days and \_\_\_\_\_ ( ) of paid vacation days after a successful six (6) month review.

c) Payment is due no later than the tenth of each month.

AGREED AS OF \_\_\_\_\_

\_\_\_\_\_  
YOUR NAME & COMPANY NAME HERE

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recipient's Name

\_\_\_\_\_  
Date