

IPOSITY Statement of Work

2014

CLIENT INFORMATION	
<ul style="list-style-type: none"> Client name and address 	
<ul style="list-style-type: none"> Title or general subject matter of this Statement of Work (SoW) 	
<ul style="list-style-type: none"> Primary contact - name, email, and telephone 	
<ul style="list-style-type: none"> Decision maker's name and title 	
PROJECT SCOPE	
<ul style="list-style-type: none"> Objective 	
<ul style="list-style-type: none"> Scope 	
<ul style="list-style-type: none"> Number of boxes 	Up to a maximum of three (3) standard Bankers' boxes
<ul style="list-style-type: none"> Work to be performed 	Describe work to be performed including any special requirements
<ul style="list-style-type: none"> Client responsibility 	Organize paper documents by patent or invention, ensure all pages for all documents are present, in order, place them in file folders labeled with patent or application reference numbers, and properly pack these folders in to Bankers Boxes for shipment. Ensure that document pages are in good condition and in proper orientation. Client is also responsible for cost of shipping.
GENERAL ASSUMPTIONS	IPOSITY assumes a collaborative working model for this engagement, and that the primary contact will be responsible to provide input, reviews, and feedback.
PROJECT DELIVERABLES	Project document deliverables should be reviewed, finalized, and signed off within five (5) business days of delivery
START AND END DATES – Annual Pilot Program Fall: October – December Winter: January – March Spring: April – June Summer: July - September	
DATE	