**Square One Standard Statement of Work**

**Second Edition, Second Update**

We agree to these terms, along with the Square One Standard Contractor Terms, Second Edition, Second Update (https://squareoneforms.com/contractor/2e2u).

*Work to Be Done* {proofread and format the company’s annual marketing report for presentation to the company’s board of directors for up to eight hours}

*Fees* {$134.50 per hour}

*Billing* {monthly, in arrears, in fairly rounder quarter-hour increments}

*Payment Method* {ACH}

*Subcontractors* {“Yes” or “No”}

*Start Date* {February 1, 2020}

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| **Client**{ClientCo, Inc.},{a Delaware corporation}Signature:Name:Title:Date:E-Mail:Address: | **Contractor**Signature:Name:Date:E-Mail:Address: |