

Statement of Work Request

This Statement of Work (“SOW”) is effective on (“SOW Effective Date”) and made pursuant to the [Global Services Agreement](#) (“Agreement” as defined below) and binding upon (“Vendor”), which Vendor expressly acknowledges and agrees to on _____. For purposes of this Agreement, the Pantheon entity shall be as provided on the signature page.

INTRODUCTION. The terms of Agreement are incorporated into and form part of this SOW, as varied and amended by the other provisions of this SOW. In the event of any conflict between the terms of this SOW and of the Agreement, the terms contained in this SOW shall prevail to the extent of the conflict. Unless otherwise defined in this SOW, the terms used in this SOW shall have the meaning given to them in the Agreement. References to Sections are to the sections in the Agreement unless otherwise specified.

1. **PURPOSE.** The aim of this SOW is for the Vendor to provide: _____ *(write a short summary in 1 or 2 sentences)*.
2. **TERM.** This SOW is deemed to have commenced on the SOW Effective date and shall expire on (month-date-year) unless terminated earlier in whole or in part in accordance with the terms of the Agreement or the terms of the SOW.
3. **PROJECT SCOPE.** The SOW covers the following services and deliverables (“Services”). Vendor agrees Services shall only commence upon the full execution of this SOW.

3.1 *(Provide a detailed description of the Service)*

3.2 *(Provide a detailed description of the Service)*

4.DELIVERABLES AND SCHEDULE. Vendor will perform the services and provide Pantheon with the following deliverables:

(Do deliverables apply to this Statement of Work? Include only tangible deliverables. Write N/A if not applicable)

Yes (see below)

No

Deliverables	Description	Format	Delivery Date

5. RESPONSIBILITIES OF THE PARTIES.

5.1 **Pantheon Responsibilities.** Pantheon will provide the following to Vendor in order to accomplish the purpose of this SOW: *(Write N/A if not applicable)*

(i) (Insert)

(ii) (Insert)

5.2 **Vendor Responsibilities.** Vendor will provide the following to course of performing this SOW: *(Write N/A if not applicable)*

(i) (Insert)

(ii) (any specific requirements of deliverables)

(iii) (meetings and reports to be submitted)

6. **PRICING; PAYMENT TERMS.** All fees and costs below are based on the scope and assumptions included in this SOW.

6.1 **Payment of Fees.** No Services shall commence or Fees (or expenses) become due by Pantheon until Pantheon has accepted this SOW as set forth above. Upon commencement of the Services, Fees will be (**choose only one**):

Fixed fee amount not to exceed:

Based on time worked at the rate of:

6.2 **Payment Schedule.** Unless otherwise indicated below, will be as set out in the Agreement.

Unique payment terms:

Please email your invoices to payables.pantheon@bill.com and all AP correspondence to payables@pantheon.io.

6.3 **Expenses.** Pantheon will reimburse Vendor for the following expenses (**choose only one**):

Current pre-approved expenses consist of the following only:

Not applicable and must be pre-approved in writing before they are incurred.

6.4 **Payment Upon Termination.** If this SOW or the Agreement that governs it is terminated for any reason, fees will be paid based on Section 2 of the Agreement (Fees and Payment Terms).

The Vendor hereby submits this SOW under the Agreement through their duly authorized representatives below.

Upload of Vendor's Certificate of Insurance:

Vendor	Pantheon _____
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:
Tax I.D. / Company Register No.:	