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Statement of Work for...

ABC Company
1234 Anystreet
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Attention: Miss Jones

Abstract

I enjoyed our conversation today about the app development project you're considering. After reviewing the technical and strategic requirements of your app, I'm happy to provide you this summarized Statement of Work (SOW). I pride myself on bringing a level of professionalism and transparency to every app project I undertake and yours is no different. I'm confident that my skills, experience, and domain expertise will help ensure your mobile app project goes smoothly from start to finish.

The Problem

ABC Company is unique amongst its competitors in that it recognizes the value of mobile. The mobile app project we discussed is geared towards helping employees at ABC become more productive, more accurate, and more in-tune to the daily work-flow inside ABC. The current paper-based implementation used by staff is dated, tedious, and inefficient by today's standards. Creating a mobile solution with the features and functions we discussed will increase productivity, reduce data entry errors, and help all members of your team focus on your primary business objectives. I understand the requirements of this project in detail.

Implementation

The solution I engineer and implement for you will include all the features we discussed. These features are listed in Appendix B (attached). Please review these features closely while considering this agreement. It's common to add additional features and functions to the development process after the project is underway. This is normal and expected. I'm happy to provide a separate SOW for each enhancement you decide on.

Updates / Content / Maintenance

The application will rely heavily on your existing data and backend. I will work closely with your web administrator to gain access to your PDF, video, audio, web, calendar, and other data. When the development process is complete, I will help you prepare and upload it to the iTunes and Google Play distribution portals, aka "App Stores". You will be required to establish an iOS Developer account and a Google Play developer account if you don't already have these. I can help you with this simple registration process.



Device Support

As per our conversation, the mobile solution I develop will be available to all employees at ABC using an iOS device or an Android device. Supported iOS devices include iPhone and iPad running iOS. 6.0 or above. Android will be supported for employees that run Android 4.0 or above on the Samsung Galaxy 2, 3 and 4 as well as any Google Nexus product. If you have any employees with any devices other than these, kindly let me know so we can make arrangements to support those devices too. This quote does not include development costs related to additional device types but I'm happy to make adjustments on an as-needed basis.

Device Updates

The application I develop should work on the devices it targets for quite sometime. However, mobile moves quickly so it's possible that we'll need to re-visit the project in a year or so as devices change, employees change, and the mobile landscape changes. Depending on the nature of these possible future changes, it's tough to say what I'll charge you to update your app. I may be able to make updates free of charge. I may have to charge you a considerable amount. My fee to help you in this event will depend largely on the mobile app ecosystem at that time.

Milestones / Half-Way Commitment

Expect to hear from me weekly via email as we move along during this project. The half-way milestone is significantly important during this process. Not all development projects go as planned and not all client / contractor relationships are a good fit. Problems that lead to delays and uncomfortable relations are of course not the plan but it's hard to say what may change during this 6 week project. Because of these unknowns, it's important that we meet in person (or online in a web meeting) in 3 weeks to determine if we are "on-track" with the project or not. In the event that either of us are uncomfortable with the arrangement at that time, we can terminate the agreement then and there. These unfortunate results are rare but do happen. If we decide to terminate the project at the half-way point I will return your 50% payment (see next section).

Quote / Payment

I will develop and implement the solution for \$3,500 and will need 6 weeks to complete the project. I require a 50% payment upon execution of this agreement. I'm happy to take your check or a PayPal payment but cannot take credit card payments.

I look forward to creating a lasting and valuable mobile app for ABC company and look forward to your remarks. Please find the attached Appendix B

Sincerely,

Joe Mobile