**The CBE requires that all Service Agreements are submitted with project details or a scope of services to be performed. Please use either this form or similar so long as the documentation provided includes all the information outlined in this form.**

**Guidelines:**

* Upon completion, this form and all supporting documentation are to be routed for review and approval.

**1. Customer Information:**

|  |  |
| --- | --- |
| Legal Name: |  |
| State of Incorporation: |  |
| Tax ID Number: |  |
| Business Address: |  |

**2. Terms:**

|  |  |  |  |
| --- | --- | --- | --- |
| Effective Date: |  | Initial Term: |  |
|  |  | *[the period of time during which the contract remains in effect. At the end*  *of an initial term, the contract may be renewed or terminated.]* | |

**3. Services & Deliverables:**

|  |  |
| --- | --- |
| Description of Project: |  |
| Scope of Services: |  |
|  |  |
|  |  |
| Deliverables: |  |
|  |  |

**4. Service Delivery:**

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |  | End Date: |  |
| Location: |  | | |

**5. Costs** (see detailed breakdown on Rate Revenue Calculation worksheet)**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | | **Description** | **Qty** | **Unit Price** | **Total** |
| Personnel |  |  |  |  |  |
| Services & Fees |  |  |  |  |  |
| Subcontracts |  |  |  |  |  |
| Admin fees & costs | |  |  |  |  |
| Supplies & Materials | |  |  |  |  |
| Travel |  |  |  |  |  |
|  |  |  |  | SUBTOTAL | $0.00 |
| *Includes applicable institutional overhead costs*  *applied by the University of Washington.* | | | | TAX | $0.00 |
| **TOTAL** | $0.00 |

Add any conditions or limitations regarding expenses and related amounts.

**6. Invoicing**

* Customer shall pay the UW upon completion of work.
* Customer shall pay the UW according to the schedule of milestones/deliverables provided below.
* Customer shall pay the UW on a monthly/quarterly/annual basis upon receipt and acceptance of report of deliverables/progress.

**7. Other**

|  |  |
| --- | --- |
| Customer will provide: |  |
|  |  |
|  |  |
| UW will provide: |  |
|  |  |
|  |  |