ATTACHMENT 1 SCOPE OF WORK (SOW)

Department or School Name:				
PI or Project Name:				
Project Start Date:	Project End Date:			
ARC Requisition #:	Supplier Name:			
*Note: Project dates should not begin prior to the issuance of an official University Purchase Order. Explain any different schedule in the description below.				
Describe the work to be performed by the Supplier, with project goals, objectives, and any related phases.				
Describe key deliverables/expectations/milestones to be furnished by Supplier (i.e. reports, data, website,				
	red services, and timeframes/milestones, etc.)	, , , , , , , , , , , , , , , , , , ,		

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ATTACHMENT 1 SCOPE OF WORK (SOW)

	sources required to com	piete the scope of work	(i.e. systems access, eq	uipinent,
workspace, staff, etc.)				
What is the final prod coding, programming	uct provided by the Ser , photography, videogra	rvice Provider (i.e. training aphy, marketing, graphic	ng, web design, researche design, etc.)?	n, software

CU SOW – rev.1/2017

ATTACHMENT 1 SCOPE OF WORK (SOW)

	nce of this SOW by the Service Provider hereunder, the in an amount not to exceed \$, which is
the Service Provider actually peri A milestone rate schedule as spec	(i.e. hour/day/month, etc.) for such units of time as forms services as called for by this SOW; or cified in an addendum to the Agreement; or fied as follows: hedule as agreed by the Parties
travel, transportation and subsistence expense, w	is SOW includes any and all related expenses, including which shall be reimbursed to the Service Provider in the University; or as otherwise specified in an addendum
"Service Provider"	Columbia University Department/School (Business Owner)
Sign:	Sign:
Name:	Name:
Title:	Title:
Date:	Date:
between the parties or, if no such formal Agreen and conditions of the Columbia University Purc	rms and Conditions as set forth in the attached Agreement nent has been agreed upon by the parties, by the terms hase Order s/Purchase%20Order%20Terms%20and%20Conditions%

Please attach any additional information or supplier proposal to best qualify the Scope of Work with specific details for this engagement.

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