

THIS FORM SHOULD BE **COMPLETED BY THE DEPARTMENT** AND SUBMITTED WITH AN RU MARKETPLACE SERVICE REQUEST FORM AS AN **EXTERNAL ATTACHMENT**

Provide the details regarding the proposed Statement of Work (SOW). If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein.

<b>Name(s) and contact information for the Rutgers' personnel responsible for accepting the deliverables:</b>  <b>RUTGERS BUSINESS UNIT:</b>  <b>CONTACT NAME:</b>  <b>PHONE:</b>  <b>EMAIL:</b>	<b>Name(s) and contact information for the Supplier's personnel responsible for performing the services:</b>  <b>SUPPLIER NAME:</b>  <b>CONTACT NAME:</b>  <b>PHONE:</b>  <b>EMAIL:</b>
<b>Start Date of Engagement:</b>	<b>End Date of Engagement:</b>

**Detailed description of the services to be performed, including location** (attach additional sheets, if necessary):

**Detailed list of deliverables (e.g., report, presentation, data analysis, drawings, etc.), including any milestones:**

#### FEES & EXPENSES

Rutgers agrees to pay Supplier a fee, detailed below, the total amount due upon completion of all Services and acceptance of all deliverables, unless the Parties agree to a payment schedule detailed *below*. If all or part of the details are provided on Supplier's letterhead, indicate "see attached" in each appropriate section below, and attach the documentation hereto, which shall be incorporated herein.

<b>TOTAL FEE TO BE PAID:</b>	<b>\$</b>
<b>Payment Schedule (if applicable)</b>	
Payment 1	Due Date: \$
Payment 2	Due Date: \$
Payment 3	Due Date: \$

☐ Rutgers DOES NOT AGREE to separately reimburse Supplier for any expenses.

**OR**

☐ Rutgers agrees to reimburse Supplier for the reasonable expenses. If Rutgers agrees to pay for reasonable expenses, Supplier shall provide Rutgers with the expense detail, including original receipts for reimbursement of actual expenses incurred, in accordance with applicable Rutgers travel and business expense policies. Detail expense type(s) (e.g., transportation, hotel, meals, etc.) and estimated amount(s) *below*: