

The Writer Quai, LLC

Joshua 1:6



SOW #:

Agreement to Perform Family Services for: _____

Date of Service(s):

Service(s):

Services Performed By:

The Writer Quai, LLC
1601 Sedgefield St Apt C
Durham, NC
(336)-500-3314

Services Performed For:

This Statement of Work (SOW) is issued pursuant to the Consultant Services Master Agreement between _____ (“Client”) and The Writer Quai, LLC (“Contractor”), effective __/__/____ (the “Agreement”). This SOW is subject to the terms and conditions contained in the Agreement between the parties and is made a part thereof. Any term not otherwise defined herein shall have the meaning specified in the Agreement. In the event of any conflict or inconsistency between the terms of this SOW and the terms of this Agreement, the terms of this SOW shall govern and prevail.

This SOW # _____ (hereinafter called the “SOW”), effective as of __/__/____ is entered into by and between Contractor and Client, and is subject to the terms and conditions specified below. The Exhibit(s) to this SOW, if any, shall be deemed to be a part hereof. In the event of any inconsistencies between the terms of the body of this SOW and the terms of the Exhibit(s) hereto, the terms of the body of this SOW shall prevail.

Period of Performance

The Services shall commence on __/__/____ and shall continue through __/__/____

Engagement Resources

- a. **PHONE/TECHNOLOGY:** For consultation services 30-minute phone (i.e. call, FaceTime) sessions are offered, as well as live Zoom or WebEx meetings; all consultations are scheduled online and receive follow up confirmation via email/text. Clients will receive 1-day & 30-minute reminders before session begins. Clients may also request in-person consultations for an additional \$10.
- b. **WIFI/INTERNET SERVICES:** For **ALL in person services** clients are connected to the internet as a resource and tool for building ideas. All Developmental Centers will require wifi/internet services to establish ideas, introduce novelty, and build on creativity skills
- c. **FILMING & AUDIO RECORDING EQUIPMENT:** The Writing & Film as well as the Music & Dance center will be utilized for filming and recording. Child's film & audio recording will be saved electronically and sent via email to family for review & internal record. Film & audio will not be shared publicly unless family signs separate waiver agreement
- d. **PRINTING & PAPER MATERIALS:** The Arts & Crafts center as well as the Writing & Research center will utilize printing & paper materials for documentation and skill building. The Writer Quai and client(s) will build documentation (i.e. helpful skills, resources, individual portfolio) for printing at the end of each session.
- e. **TRAVEL/LODGING/MEAL:** Upon clients' requests, The Writer Quai will travel for all offered services and can be included in package plans for negotiable business fees.

Family Services

- f. **CHILD DEVELOPMENT:** The Writer Quai will develop socioemotional learning activities for childcare and development. The Writer Quai uses human development research theories by Erikson & Piaget to build child development activities; observes the child's level of engagement; and analyzes the child's approaches to learning. Activities are interactive and planned specific to age range of the child. Children will work in provided Developmental Centers of their choice.
- g. **CREATIVE ARTS:** The Writer Quai will work with youth and family in developmental centers that encourage and promote the creativity in the arts of humanity. The Writer Quai's developmental centers are designed with key components of physical and cognitive development. Activities are structured to explore social and emotional aspects of the world.
- h. **"THE FAMILY" package plan:** Includes 1 "Consultation" service + 12 "Child Development" services valid for 3 months.

THE WRITER QUAI RIGHTS & RESPONSIBILITIES

- As the consultant providing services it is The Writer Quai's right to cancel services with clients in the case that I feel threatened or unsafe.
- As the consultant providing services it is The Writer Quai's right to charge additional negotiable fees for travel, lodging, meal expenses, etc., in the case of client special needs for service.
- As the consultant providing services it is The Writer Quai's responsibility to deliver clients' booked services with punctual, attentive and non-discriminatory professionalism.

CLIENTS RIGHTS & RESPONSIBILITIES

- As the client receiving services it is your right to cancel services with The Writer Quai at any time in the case that you feel threatened, unsafe, or are unsatisfied with services.
- As the client receiving services it is right to negotiate additional fees The Writer Quai charges for travel, lodging, meal expenses, etc., in the case of your special needs for business.
- As the client receiving services it is your responsibility to apply yourself in all services in which you pay The Writer Quai to receive.

Invoice Procedures and Package Plans

Client will be invoiced upon purchase of any of the individual booking services. Any costs associated with out-of-pocket expenses (including, without limitation, costs and expenses associated with meals, lodging, local transportation and any other applicable business expenses) listed on the invoice as a separate line item. Reimbursement for out-of-pocket expenses in connection with performance of this SOW, when authorized and up to the limits set forth in this SOW, shall be in accordance with Client's then-current published policies governing travel and associated business expenses, which information shall be provided by the Client Project Manager. The limit of reimbursable expenses pursuant to this SOW is estimated to be 15% of the fees unless otherwise authorized in writing and agreed to by both parties via the project change control procedure outlined within.

Client will be invoiced monthly for consulting & professional service package plans. Standard Contractor invoicing is assumed to be acceptable. Invoices are due upon receipt unless otherwise specified within the invoice.

Invoices shall be submitted monthly in arrears, referencing this Client's SOW Number to the address or email indicated within this contact. Each invoice will reflect charges for the time period being billed and cumulative figures for previous periods. Terms of payment for each invoice are due upon receipt by Client of a proper invoice. Contractor shall provide Client with sufficient details to support its invoices, including time sheets for services performed and expense receipts and justifications for authorized expenses, unless otherwise agreed to by the parties. Payments for services invoiced that are not received within 30-days from date of invoice will be subject to a 5% penalty per calendar month.

Fee Schedule

This engagement will be conducted on a Time & Materials basis. The total value for the Services pursuant to this SOW shall not exceed \$____ unless otherwise negotiated and agreed upon by Client & Contractor

This figure is based on ____ hours of professional services. Contractor will provide up to 4 resources based on the following functional/rate structure.

Service Description	Additions:	Items/Resources:	Sessions/ Hours:	Total Cost:

Upon completion of this Performance Period, Contractor and Client will have the option to renew this agreement for an additional then-stated number of hours at the then-current hourly rate for those resources identified.

Bill To Address	Client Project Manager	Contact Number
1601 Sedgefile St Apt C Durham, NC 27705	Ja'Quaisa Murray	(336)-500-3314

Completion Criteria

Contractor shall have fulfilled its obligations when any one of the following first occurs:

- Contractor accomplishes the Contractor activities described within this SOW, including satisfaction to Client of the materials listed in the Section entitled “Engagement Resources,” and Client accepts such activities and materials without unreasonable objections. No response from Client within 2-business days of services being delivered by Contractor is deemed acceptance.
- Contractor and/or Client has the right to cancel services or deliverables not yet provided with 7 business days advance written notice to the other party.

Assumptions

It is the hopes of The Writer Quai that upon the period ending date of services, clients are fulfilled with their service selection and walk away with new perspectives, discovery of passions, and plans for business.

IN WITNESS WHEREOF, the parties hereto have caused this SOW to be effective as of the day, month and year first written above.

The Writer Quai, LLC

By:

By:

Name: _____

Name: _____

Title: Client

Title: Contractor/Consultant