

**WORKORDER / NO. CWH002**

This Work Order is submitted pursuant to the Master Agreement between **Swaelu LLC** and **City of Windsor Heights**, Customer.

**DATE:** January 11<sup>th</sup>, 2016

**WORK TO BE PERFORMED:**

**SCOPE OF SERVICE:** SWAELU WILL PROVIDE STAFF TO CONSULT WITH CITY OF WINDSOR HEIGHTS STAFF, COUNCIL MEMBERS, SPONSORS, PARTNERS AND VOLUNTEERS ON THE PLANNING AND EXECUTION OF EVENTS, MARKETING, PROGRAMMING, SPONSORSHIP PROCUREMENT, STRATEGIC PLANNING AND FUNDRAISING, OR ANY OTHER ACTIVITIES WHERE SWAELU'S CONSULTING IS REQUESTED.

SERVICES FALLING UNDER THIS WORKORDER WOULD INCLUDE BUT ARE NOT LIMITED TO ALL COMMUNICATIONS, MEETINGS, RESEARCH, REPORTS AND PREPARATION AND/OR MATERIALS REQUIRED FOR ANY OF THE ABOVE. ALSO INCLUDED ARE ANY EFFORTS NOT SPECIFIED HEREIN WITH CITY STAFF, VOLUNTEERS, VENDORS, SPONSORS, PARTNERS OR OTHERS INVOLVED IN PLANNING AND EXECUTION OF EVENTS, MARKETING, PROGRAMMING, SPONSORSHIP PROCUREMENT, STRATEGIC PLANNING AND FUNDRAISING, OR ANY OTHER ACTIVITIES WHERE SWAELU'S CONSULTING IS REQUESTED.

**\*DELIVERY:** Detailed Invoice

**\*\*EXPECTED COMPLETION DATE:** ONGOING

**PAYMENT TERMS:** \$100/ per hour. INVOICE WILL BE SUBMITTED THE FIRST OF THE MONTH FOR THE PREVIOUS MONTH'S WORK AND PAID UPON RECEIPT. WORK WILL BE BILLED AT 1/2 HOUR MINIMUM INTERVALS.

SWAELU WILL BILL MONTHLY AS SERVICES ARE UTILIZED. SHOULD THERE BE A 3 MONTH INTERVAL BETWEEN PROVIDED SERVICES, SWAELU WILL HAVE THE OPTION TO SUBMIT NEW RATES AND TERMS FOR CONSULTING SERVICES.

**Printing/ Mailing:** **If applicable**, printing/ mailing charges are separate from this work order and will be billed separately.

**Additional Work:** ANY SERVICES (DESIGN, PRODUCTION, ETC) BEYOND THAT OF CONSULTING WILL CONTRACTED VIA A SEPARATE WORKORDER AT THE REQUEST OF THE CITY STAFF, COUNCIL OR SPECIAL EVENTS COMMITTEE AND BILLED SEPARATELY.

\*Swaelu shall provide product in stated file format and delivery method. Swaelu shall not be held responsible for compatibility of files on client or third party computers, servers, or other in-house systems.

\*\*Delivery dates are based on two business-day turn around on proof approvals and delivery of materials to be provided by client after notification from Swaelu. Any extension by the client in the turn around/delivery time negates the completion dates stated in this work order and subjects client to default penalties as stated in the Project Master Agreement. Completion dates are for Swaelu work only and do not include completion times with vendors the client has hired in addition to Swaelu to complete the above projects. Should Client not provide content, approvals or any other components required for Swaelu to finish contracted work by the stated deadline in the work order, the Client will be considered in Default one day after stated deadline. Client forgoes any claim to a refund on payments already paid to Swaelu for contracted work.

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**FOR SWAELU LLC:**



SIGNED: \_\_\_\_\_

PRINTED: \_\_\_\_\_ Kathryn Dickel \_\_\_\_\_

TITLE: \_\_\_\_\_ Partner/CEO \_\_\_\_\_

DATE: \_\_\_\_\_ January 11<sup>th</sup>, 2016 \_\_\_\_\_

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**FOR CLIENT: City of Windsor Heights**

SIGNED: \_\_\_\_\_

PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

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