



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

SCOPE OF WORK TEMPLATE			
Vendor Information			
Vendor Name		Address	
Phone Number / Email Address		City	State
		Zip Code	
Department Contact Information <i>(Who will be responsible for approving the work being completed)</i>			
Name	Phone Number	Email Address	
Project or Event Name <i>(Example: New Student Orientation)</i>			
Place of Performance <i>(Where the services/work will be performed)</i>			
Scope of Work <i>(include details on the services the vendor be completing)</i>			
Timeline <i>(Duration of Services)</i>			
Start Date		End Date	
Deliverables and Schedule <i>(if services performed will require progress payments, please include major deliverables and approximate delivery dates. Attach more sheets if necessary)</i>			
Deliverable Description		Deliverable Due Date	
Amount <i>(must be inclusive of all fees, including travel)</i>			
\$			
Terms of Payment			
<i>Payments to all vendors are made Net 30 in arrears after submitted invoice. If the vendor is requesting a different payment term, provide it below for consideration.</i>			
Additional Comments and/or Conditions			