

# Project Agreement

Project Name: ???

User: ???

Date: ???

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This project agreement defines a project to be performed by the developer for the user. By signing this agreement, the user representative acknowledges that he or she has read the agreement, and accepts the terms of the agreement identified in this document. The terms of this agreement, or the services provided, may be modified at a later time through a Change Order document.

\_\_\_\_\_  
Authorized User Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Developer Representative

\_\_\_\_\_  
Date

## Project Objective

[Insert Text Here]

## Deliverables and Acceptance Criteria

Upon completion of the project tasks defined in this agreement, the developer will provide the following deliverables to the user. Also listed are any testable criteria that must be met for adequate project acceptance by the user.

- [Insert Item Here]

## Project Tasks

The developer will accomplish the following tasks for the user.

- [Insert Task List Here]

## Project Estimate and Timetable

The following table summarizes the estimated costs and time to complete the project.

|               | Task Description | Hourly Rate | Time Estimate | Price Estimate |
|---------------|------------------|-------------|---------------|----------------|
| 1             | Task Item        |             |               |                |
| 2             |                  |             |               |                |
| 3             |                  |             |               |                |
| 4             |                  |             |               |                |
| 5             |                  |             |               |                |
| Task Subtotal |                  |             |               |                |
| 6             | Purchased Item   |             |               |                |
| 7             |                  |             |               |                |
| 8             |                  |             |               |                |
| Project Total |                  |             |               |                |

Anticipated Project Start Date: [Enter date]

Anticipated Project End Date: [Enter date]