



## [Client Acronym] [Project Name] Work Authorization

CWA-[Client Acronym]-[YYYYMMDD]

[Date]

[Client Name] (the Client) requests that Cobalt [brief description of work being performed] in conjunction with its purchase of [Product] and pursuant to the Cobalt Master Services Agreement.

### Scope of Work

[Description of the overall scope of work to be performed]

- **[Deliverable 1]**
  - [Deliverable Details]
  - [Deliverable Details]
- **[Deliverable 2]**
  - [Deliverable Details]
  - [Deliverable Details]
- **[Deliverable 3]**
  - [Deliverable Details]
  - [Deliverable Details]

### Project Assumptions

The estimates and timeline included in this project are based on a series of assumptions and formulas derived from Cobalt's years of experience implementing our software for similar organizations. Cobalt will monitor the project hours and these assumptions to ensure that we stay on track.

- [Assumption 1]
- [Assumption 2]
- [Assumption 3]

### Estimated Project Hours & Costs

The table below shows the estimated hours and costs for this project. This project will be billed on a time and materials basis and is not a fixed cost contract. The actual hours required for this project may be greater than or less than the estimated hours.

Deliverable	Hourly Rate	Est. Hours	Est. Costs
[Deliverable 1]	\$238.00	0	\$0.00
[Deliverable 2]	\$238.00	0	\$0.00
[Deliverable 3]	\$238.00	0	\$0.00
<b>Total Estimated Hours &amp; Costs</b>		<b>0</b>	<b>\$0.00</b>

### Payment Terms & Schedule

By signing this work authorization, the Client authorizes Cobalt to spend up to 110% of the total estimated hours without additional approval from the Client. If at any time during the project Cobalt believes that it is going to exceed the estimate shown below by more than 10%, Cobalt will notify the Client in writing and receive written approval before proceeding. Cobalt will require a down payment of 25% of the estimated service costs (\$\$\$) to begin work on the project. Once the down payment has been consumed, all service hours will be billed monthly in quarter-hour increments as incurred at Cobalt's then current time and materials rate. For the full rate schedule through 2021, please refer to the Cobalt SaaS Agreement.

### Terms & Conditions

All other terms & conditions, not expressly modified in this work authorization, will follow those detailed in the Cobalt Master Services Agreement executed between the parties. All service hours will be invoiced monthly in quarter hour increments at the rate specified in the table above.

[Client Name] \_\_\_\_\_ The Cobalt Company

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_