



CONTRACTOR WORK ORDER NUMBER QUOTE #

Contractor: Contractor Name
Contact Name; Contact Email; Contact Address

Services. You will provide the following Services on a time and materials basis:

Insert Description/Scope of Services

Location of Service. You will deliver Services at the location listed below:

Address:	Add name of customer if order is for a subcontractor

Employee Information and Hourly Rates. The following employees will perform Services at the hourly rates listed in the table below:

Individual Name or Class of Consultant	Hourly Rate
	USD \$

Travel and Expenses. We will/will not reimburse you for pre-approved reasonable and necessary transportation and meal expenses directly related to the performance of Services incurred by your employee(s) in accordance with our travel and expense policies (unless a customer specific travel and expense policy is attached). Reimbursable expenses will not exceed \$_____ unless we have agreed to such expenses in writing and you have received a purchase order from us for the additional amount. You will affix the approval to all invoices for which you are seeking reimbursement for expenses.

Term. This work order will commence when this work order is fully executed and terminates on the earlier of _____, 20__ or twelve (12) months from execution of this work order.

Master Agreement. This work order is governed by the terms of a master agreement currently in effect between you and us or if one does not exist, by the Contractor Terms and Conditions listed at <http://www.microstrategy.com/licensing> on the effective date (Master Agreement). This work order is the complete agreement for the Services described herein; it may only be modified by another document signed by both of us. This work order is effective on the date of the last signature below (effective date).

ACCEPTED AND AGREED TO BY:

MicroStrategy _____ (We/Us)

Contractor: _____ (You)

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____