

**VENDOR 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

**Specifications.** You will provide the Services in accordance with the following specifications:

Insert Specifications

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

<b>Address:</b>	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:

<b>Individual Name or Class of Consultant</b>	<b>Hourly Rate</b>
	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.

(Note: Clauses in *italics* below are optional clauses and to be included only where needed.)

*[Data Processing. If you have access or process our or our customer's data or information that is considered "Personal Data," "Protected Health Information," "Personally Identifiable Information" or similar terms under applicable law while performing the Services, you shall comply with our Data Processing Addendum made available at terms.microstrategy.com, as modified from time to time by us.]*

***Timesheets.*** *On a weekly basis you will enter all Services delivered during the prior calendar week (12:00 a.m. EST Sunday to 11:59 p.m. EST Saturday) into the time entry system we designate by 11:59 p.m. EST Sunday. By 11:59 p.m. EST on each of the fifteenth (15<sup>th</sup>) and the last day of the month, you will also enter all Services delivered through each of those dates. We will only compensate you for hours you accurately enter into our designated time entry system within thirty (30) days from delivery of such hours.*

*For timesheets that you submit to us, you will not submit hourly timesheets in excess of [ ( )] hours per week per individual Personnel without our prior written consent.]*

**Master Agreement.** This work order is governed by and made a part of the terms of a master agreement currently in effect between you and us or if one does not exist, by the latest Vendor Service Agreement listed at terms.microstrategy.com as of the Effective Date (the "Master Agreement"). This work order 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 (the "Effective Date"). To the extent that the terms of this work order conflict with any of the terms of the Master Agreement, , this work order supersedes the Master Agreement.



1850 Towers Crescent Plaza, Tysons Corner, VA 22182

ACCEPTED AND AGREED TO BY:

**Strategy Inc (We/Us)**

\_\_\_\_\_

Name: \_\_\_\_\_

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

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

**Contractor: \_\_\_\_\_ (You)**

\_\_\_\_\_

Name: \_\_\_\_\_

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

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