Statement of Work + Quotation

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Presented by: Always Open Commerce

Presented to: Icon Sleep

Date: March

always open commerce

Overview

This Statement of Work is a detailed report of the project proposed and to be implemented by Always Open Commerce for the client, **Client**, and shall be governed by the terms and conditions set forth.

By signing the agreement on the last page of this document, the client acknowledges and agrees to be bound to the terms and conditions made exclusively for this project.

Objective

The objective of this project is to assist in the migration of the client's existing Magento store to BigCommerce and implement the designs provided and functionality required.

Technicalities

Based on prior discussions with the client, AOC will use the following technologies for this project:
- BigCommerce Platform
- Cornerstone Light Theme

Project Requirements

- BigCommerce – User Account support@alwaysopencommerce.com
- WebDAV Access enabled
- Stencil API Access
- PSDs of all designs to be developed on BCS

Implementation

- **Online Store Development**
  - Develop provided home page design
  - Develop header, footer, navigation, and related links
  - Develop provided product page design
  - Develop provided category page design
  - Mobile and cross browser optimization for pages developed
  - Quality control, troubleshooting & testing
  - Ensure notes below are completed satisfactorily

- **Data Migration**
  - Migrate all product data, orders, and customer info to BigCommerce
  - Setup variations, add ons, cross sell & up sell
  - Work with developers to display product data correctly

- **Front End Design**
  - Provide custom UI designs for home, product, and category pages
  - Work with developers to display designs correctly
  - Mobile optimization

- **Project Management**
  - Monitor project deliverables
  - Organize tasks and send regular reports/updates
  - Main point of contact for the client regarding day to day tasks

- **Account Management (optional)**
  - Available during regular business hours for the client
  - Work with team on all aspects of the project
  - Minimum 10 hour retainer

Post Implementation

Additional troubleshooting and bug fixing is included for 30 days for all items included in the implementation after the domain switch. After 30 days, all work performed will be billed at regular rates.Support and Help Desk

- **Project Manager** – Vianca Regala

- **Account Manager** – Steve Berke

- **Help Desk**
  Note that due to time zone differences, our project manager is only available from 8:30 PM to 12:00 AM, ET. Our account manager will accept your inquiries during regular business hours.

Project Hourly Rates

Specialist	Hourly Rate	Discount	Availability
Developer	$60	-	Required
Designer	$60	-	Required
Data Admin	$60	-	Required
SEO	$60	-	Required
Project Manager	$60	FREE	Included
Account Manager	$150	-	Optional

Quotation

Description of Work	Skill Set	Hours	Rate	Amount
Online Store Development	Developer	85	$60	$5,100
Front End Design	Designer	40	$60	$2,400
Data Migration	Data Admin	30	$60	$1,800
SEO	SEO Specialist	20	$60	$1,200
Project Management	Project Manager	8	FREE	FREE
Account Management	Account Manager	-	-	$0
Total				**$10,500**

Payment Terms

- 50% Due upfront. Remaining 50% due upon project completion
- Payments to be made via ACH (no processing fee) or via Credit Card (3% processing fee)
- Invoices are due upon receipt

Always Open Commerce

Confidentiality

AOC and client agree that they will not, during the term of this agreement or any time thereafter, either directly or indirectly, disclose or use confidential information acquired except as necessary to perform the obligations of one to the other in accordance with this agreement.

Signature

If this Statement of Work and Quotation meets your approval, we will send an electronic version via PandaDoc for signature.

Client:

_____

Name: _____   **Date:** _____

Billing Email: _____   **Payment Method:** _____

Signature

_____