

Scope of Work for ZD Design

Client Name	
Designation/Title	
Name of the Company/Firm	
Preferred Email	
Address	
Country	
State	
Company line of business	
Phone	
Mobile	
Fax	

Please provide the following information in greater detail to help us serve you better

Objectives of the Work	
Project Scope of work (Please define to the minute details your requirements from us, this will help us understanding the nature of work)	
Suggested Approach	
Geographic Focus	
Deliverable Formats	
Any Interim Deliverable Required / Dates	

Suggested Sources	
Background Material; If any	
Good time for the ZD Design Analyst to contact client	
Preferred Communication Channels – Phone/Email/Skype/MSN	
Preferred Start Date	
Expected Project Completion Date	
The Expected Skill Sets / Profile of the Resource Required	

Next Steps

(Upon Completion of this document by the client)

1. Discussions to finalize the scope of the work along with the Delivery Manager/Lead
2. Both parties mutually agree on deliverables/timelines and rates
3. ZD design prepares draft Contract
4. Simultaneously ZD Design will identify the resource/team to work on the project
5. Contract/NDA signoff
6. On signing of the contract and receipt of the advance 50% payment
7. ZD design will Project Start