

**SERVICE ORDER**

This Service Order (“***Service Order***”) is subject to all terms and conditions of the Continuing Services Agreement between the University of Houston System (“***Owner***”) and \_\_\_\_\_ (“***Service Provider***”) dated effective as of \_\_\_\_\_ (the “***Continuing Services Agreement***”). Service Orders become a part of the Continuing Services Agreement upon execution by both parties.

Date: \_\_\_\_\_ Account # \_\_\_\_\_  
Contract # \_\_\_\_\_ Service Order # \_\_\_\_\_  
Service Provider’s Project Manager: \_\_\_\_\_

To:

You are hereby directed to perform the services as described below under the terms and conditions of the Continuing Services Agreement and at the sole satisfaction and approval of Owner.

**SCOPE OF SERVICES FOR PROJECT:**

Check here if an exhibit, offer, proposal or other similar document (an “Attachment”) is being added as part of this Agreement. Any such Attachment: (i) should be **expressly described** above (including the date and issuer of the Attachment) and attached to this Agreement; and (ii) is hereby incorporated by reference, but only for the purpose of describing the scope of services for the Project and for no other purpose. In the event of any inconsistency between the Attachment and this Agreement, this Agreement will prevail.

**COSTS/CHARGES:**

1. Cost of Services (check one box only):

This is a fixed price contract. Owner will pay Service Provider the amount of

\_\_\_\_\_

This is not a fixed price contract. Owner will pay Service Provider an amount not to exceed \_\_\_\_\_ based on the *hourly rates* set forth on the Hourly Rate schedule attached to the Continuing Services Agreement as **Exhibit D**.

2. Reimbursable Expenses: Not to exceed \$ \_\_\_\_\_ for reimbursement in strict compliance with the Continuing Services Agreement, upon receipt of approved original invoices or other acceptable verification.

**SCHEDULE:** The Services to be performed under this Service Order shall begin on or before \_\_\_\_\_ and be completed on or before \_\_\_\_\_ (the “***Project Completion Date***”). The Project Completion Date is a material inducement to Owner in the award of this Service Order, and in default of completion of such Services by the Project Completion Date shall be a default under the Continuing Services Agreement for all purposes.

**PROJECT MANAGER:** The Project Manager for this Project, and his/her contact information is:

**OWNER CONTACT:** The Owner Contact for this Project, and his/her contact information is:

**ACCOUNT:**

	<b>Cost of Services</b>	<b>Reimbursable Expenses</b>	<b>Total</b>
Previous Service Order Amount			
This Service Order			
Continuing Services Agreement Totals			

**SERVICE PROVIDER:**

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

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

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

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

*[signatures continue on following page]*

**AUTHORIZED AND ACCEPTED:**

**University of Houston System**

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Senior Project Manager

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Principal Project Manager

By: \_\_\_\_\_ Date \_\_\_\_\_  
Name: \_\_\_\_\_  
Executive Director

By: \_\_\_\_\_ Date \_\_\_\_\_  
Dr. Carl Carlucci  
Executive Vice Chancellor / Executive Vice President  
Administration and Finance

NOTE: When invoicing, please refer to Contract No. \_\_\_\_\_, Account No. \_\_\_\_\_  
and Service Order No. \_\_\_\_\_.