

SAMPLE**CLIENT SERVICE CONTRACT
BETWEEN
STATE OF WASHINGTON
[enter agency name]
AND
[enter contractor name]**

This Contract is made and entered into by and between the state of Washington, [redacted], hereinafter referred to as the "DEPARTMENT", and the below named firm, hereinafter referred to as "CONTRACTOR."

[enter contractor name]
[enter contractor address]
[enter city, state, zip for contractor]

[enter email address for contractor]
[enter contractor telephone no.]
[enter contractor fax no.]
UBI No.

PURPOSE

The purpose of this contract is to: [provide detailed description of contract purpose].

SCOPE OF WORK

- A. Exhibit A, attached hereto and incorporated by reference, contains the General Terms and Conditions governing work to be performed under this contract, the nature of the working relationship between the AGENCY and the CONTRACTOR, and specific obligations of both parties.
- B. The CONTRACTOR will provide services and staff, and otherwise do all things necessary for or incidental to the performance of work, as set forth below:
- Option 1: Identify all tasks, work elements and objectives of the contract, and timetables by which major parts of the work are to be completed. The scope of work may be included within the text of the contract or attached as a separate exhibit as shown in Option 2 below.*
- Option 2: As included in the DEPARTMENT'S Request for Proposals No. [redacted], attached as Exhibit B, and the CONTRACTOR'S proposal dated [redacted], attached as Exhibit C.*