

Statement of Work/Schedule

"Microsoft"	
Business Name:	Microsoft Corporation
Street Address:	One Microsoft Way
City, State, Zip Code:	Redmond, WA 98052-6399
"Vendor"	
Microsoft Vendor Number:	#0001125847
Business Name:	SeattleCoach LLC
Street Address:	2727 Fairview Ave East Suite F
City, State, Zip Code:	Seattle, WA 98102
Contact Name & External Email:	Patricia Burgin, MA MCC, peb@seattlecoach.com

SOW Effective Date ("Effective Date"):	January 3, 2022
SOW Expiration Date:	November 30, 2022
DealPoint and/or iRims # for master agreement	N/A

1. Description of the Work

The overall goal of this Statement of Work is to build the leadership-coaching fluency of graduates of Coaching for Leaders (CFL). [CFL Advanced Consultation Cohorts](#) are designed by [Patricia Burgin](#) and lead by members of her team. We ask participants to commit to all ten meetings—and to their Cohort of peer coaches. Thus, once a participant has interviewed and signed the agreement, we ask that payment in advance be made for the year.

2. Deliverables/Delivery Schedule

Milestone #	Brief Description of Work to be completed by Vendor and delivered to Microsoft	Due on or Before
1	Customizing, interviewing. Communicating and scheduling with confirmed participants.	Beginning January 2022
2	Nine monthly ninety-minute sessions	2/2022 through 11/2022 (no meeting in August 2022)
3	Final documentation	11/2022

3. Payment

3.1 Work Fees

As complete and final payment for Work delivered by Vendor to Microsoft and which has been accepted by Microsoft, Microsoft shall pay Vendor:

flat fee of **\$1,550 U.S. Dollars per participant**

3.2 Expenses: Included

4. Other

This Statement of Work/Schedule is attached to and incorporated into the Agreement and subject to all its terms and conditions.

VENDOR



By (Sign) Authorized Representative

Patricia E Burgin, MA, MCC

Print Name

Executive Director, SeattleCoach LLC

Print Title

MICROSOFT

By (Sign) Authorized Representative

Print Name

Print Title