



General Process Overview:

Consulting Agreement

Definition

A consulting agreement is the contract tool to use when engaging a person or entity that has a specific/unique expertise.

- Typically, is an expert or thought leader in the area of need.
- Being a consultant is their primary business and they have other clients (they typically are incorporated and doing business under entity name).
- We need them for a specific project and period of time, they would generally work remotely (not require Pfenex facilities/IT resources).

Time Requirements

10 to 15 business days.

Process

- Contracts team will set up a meeting with you to finalize SOW, verify budget, etc.
- Contracts will facilitate negotiation of agreement and SOW terms and include you as required as well as notify you when completed.
- If you need to add another SOW or amend a SOW, repeat **information and process** steps above.

Information needed from you

- Name and address of individual, their company and company type (C corp, LLC, etc...).
- Outline of statement of work (SOW).
- Description of expert consulting services needed.
- What is needed from Pfenex for the consultant to complete the work.
- What deliverables are needed from the consultant and what are the specific timelines/dates.
- Total estimated hours and expenses (travel) and period of performance in the current calendar year (Note consulting agreements are contained to a CY period for budget purposes).
- If available, estimated hourly/daily rate.
- Desired timing of finalized agreement.

Send Information/Request to Purchasing@Pfenex.com