

Vendor CEI-PEA

## **PROFESSIONAL SERVICES WORK ORDER**

This work order is issued prior to beginning an engagement, and subsequently issuing a purchase order, to ensure that the region/operation center/school/office and the Center for Educational Innovation are in agreement as to the terms of the purchase. Work for the project will not begin unless the Professional Services Work Order is signed by both parties.

| EIN# 13-4113613  | Date Issued:                 |                                     |              |
|--|------------------------------|-------------------------------------|--------------|
| Address<br>28 W 44 Street, Suite 300<br>NYC NY 10036                       |                              |                                     |              |
| Contact<br>Linda White   |                              |                                     |              |
| Tel/Fax<br>212 302-8800<br>212 302 0088<br>E-Mail<br>LWhite@thecei-pea.org | Period of Service:           | n:                                  |              |
| I hereby certify that the attache  | d scope of work accurately a | nd completely describes the work to | ວ be formed. |
| Signature: Center for Education  | nal Innovation               | Date                                | _            |
| Signature: Principal/District Superintendent or designee                   |                              | Date                                |              |
|  | FOR CEI FINANCE OFFICE       | USE ONLY                            |              |
| Purchase Order Number  |                              | Amount                              | -            |
| Location Code:   |                              |                                     |              |
| Date Issued:   |                              | Contract#                           |              |

## Scope of Work Services to be delivered: For each service, include service UNIT **UNIT COST #UNITS** TOT COST Description, number of recipients, location of services, dates, Of service, deliverables, if any, as well as unit, cost, number of Units to be purchased and the total cost of the units.

| TOTAL COST |  |
|------------|--|
|------------|--|