

**AN EXAMPLE, NOT A CONTRACT.** This is an illustrative Statement of Work so you can see exactly what you'd be signing. The Amalgamated Widget Co. does not exist (though its problems certainly do). Real SOWs are just as short.

<b>SOW reference</b>	CP-SOW-2026-014
<b>Date</b>	12 June 2026
<b>Client</b>	The Amalgamated Widget Co. Ltd, Unit 3, Allegory Business Park, Middle England (entirely fictional)
<b>Consultant</b>	Ian Sharpe, trading as ConsultingPartner.io
<b>Engagement</b>	Diagnostic Day: operations and growth review
<b>Governed by</b>	ConsultingPartner.io Terms of Business v1.2 (consultingpartner.io/terms.html)

## 1. What we're doing

Amalgamated Widget has grown from 8 to 23 people in four years. Revenue is up 60% over that period; profit is flat. Every quote over a few thousand pounds still crosses the managing director's desk, jobs are scheduled from a whiteboard photographed on someone's phone, and month-end invoicing routinely slips a fortnight because the paperwork lives in three places. The two directors are working most weekends and cannot say, with numbers, which product lines actually make money.

This engagement is one structured day to find out where the friction actually sits, and a written plan to remove it. Format: pre-reading of the materials in section 5 beforehand; a full day on site working through quoting, scheduling, delivery and cash collection with the directors and up to four team members; findings and plan in writing within 48 hours.

## 2. What you'll get

- A written Diagnostic Report: what's working, where the profit is leaking, and why (delivered within 48 hours of the on-site day)
- A prioritised 90-day action plan, in dependency order, executable by Amalgamated Widget without further spend
- A 45-minute follow-up call within two weeks to walk through the plan and answer questions

## 3. What it costs

£1,450 fixed for this SOW. No VAT is charged (not VAT registered).

Payable in advance of the on-site day. Invoice payable within 14 days by bank transfer to the account named on the invoice.

Travel within 50 miles included; anything further agreed in advance and recharged at cost.

## 4. When

Pre-reading week commencing 22 June 2026. On-site day: Tuesday 30 June 2026. Report by Thursday 2 July 2026. Follow-up call by 16 July 2026.

## 5. What I'll need from you

- Both directors for the full on-site day, and up to four team members for 30 to 45 minutes each
- Last 12 months' management accounts (whatever format they exist in), the quote log or pipeline, and three recent job files: one that went well, one that went badly, one typical
- A named point of contact for scheduling, and honesty on the day; the plan is only as good as the picture

## 6. What's not included

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Implementing the plan (that's yours, or a separate engagement if you want help). Software selection or configuration. Anything requiring third-party spend. HR or legal advice.

## 7. Done means

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The report and 90-day plan are delivered and the follow-up call has happened. If anything in section 2 is missing, say so within 5 working days and I'll fix it. After that, this SOW is complete.

## 8. Agreed

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Signed for the Client and by the Consultant. Email confirmation that you accept this SOW counts as signing; so does a signature below. Whichever is easier.

<p><b>For the Client</b></p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>	<p><b>The Consultant</b></p> <p>Name:</p> <p>Signature:</p> <p>Date:</p>
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Questions before signing? [hello@consultingpartner.io](mailto:hello@consultingpartner.io). Based in England · Working worldwide.