



**Memorandum of Understanding**

*This Agreement is made and entered into by and between OriginLabs (PSU) and the "Client" defined below.*

Client:

Project Title:

Proposed Start Date:

Project Objective(s):

Project Scope and Deliverable(s):

Proposed Delivery Date:

Budget and Payment Terms *(OEC Finance Team will process a Journal Entry in SIMBA upon completion of the project):*

SIMBA Cost Center/Internal Order to charge:

*-Projects will be billed based on time and materials at the closing of the project and may have a variance from the budget. Payment is due within 30 days of receipt of the invoice.*

*-Project deliverables will represent OriginLabs "best effort." The client agrees and understands that projects are undertaken by a team of hourly student employees overseen by a full-time staff member as an educational experience. The OriginLabs are not a professional service bureau, though all efforts will be made to meet the needs and expectations of the client.*

*-This Agreement, including referenced exhibits, represents the terms and conditions agreed upon by the parties and is executed by the persons signing below.*

OriginLabs Representative Signature:

Client Signature:

\_\_\_\_\_

\_\_\_\_\_

Printed Name:

Printed Name:

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





**PennState**

**OriginLabs**  
123 South Burrowes Street  
State College, PA 16801

814-863-1325  
originlabs@psu.edu

