

Schedule A - Scope of Work (UX and Product Design)

1. Purpose

[Client] is [one-line description of what they are building]. This Schedule describes how Gev Design will support [Client] through embedded product design, strategic UX guidance, and design system leadership to drive near-term execution and long-term growth.

2. Core Engagement Scope

Service: UX and Product Design

Duration: 3-month minimum (renewable)

Monthly Rate: \$[X,XXX] USD

Total (initial term): \$[XX,XXX] USD (plus applicable tax)

Phase 1 - Strategy and Foundation

- 1.5-hour discovery workshop
- Design system and process audit
- Prioritized backlog of tactical design tasks
- Backlog prioritization support to reduce PM overhead

Phase 2 - Execution and Iteration

- Weekly UI and UX task delivery to unblock engineering
- Design system maintenance and updates
- Rapid design iterations and feature refinement
- Ongoing backlog grooming and prioritization

Phase 3 - Strategic UX and Innovation

- UX strategy support for product leadership
- Design support for key client experiences
- Ideation around future-facing UX opportunities

3. Communication and Collaboration

- **Team:** [Your Name] (Strategic Lead), [Team Member] (Embedded Design Lead, if applicable)
- **Weekly syncs:** 1-hour strategy and working sessions

- **Channels:** Slack or similar for day-to-day communication
 - **Tools:** Figma, Notion, and the client's preferred project management tool
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4. Optional Add-Ons

(Optional menu you can customize per client.)

- Brand positioning and website design - investment starting at \$[XX,XXX] USD
 - Product management and PRD documentation - investment \$[X,XXX] to \$[X,XXX] USD
 - AI-accelerated development support - investment based on scope
 - Design talent search and vetting - pricing as agreed during term
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5. Timeline and Milestones

- **Week 1:** Workshop and audit
 - **Weeks 1 to 12:** Design execution and backlog delivery
 - **Weeks 3 to 12:** Strategic UX and enterprise or key experience support
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6. Client Responsibilities

- Provide access to tools (Slack, design tools, backlog) prior to kickoff.
 - Schedule an initial onboarding session with PMs and engineering.
 - Share relevant context, backlogs, and design documentation.
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7. Payment Terms

- Invoices issued monthly at \$[X,XXX] USD.
 - Net 30 payment terms.
 - Optional add-ons scoped and invoiced separately.
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8. Additional Terms

- Gev Design operates as an independent contractor.
- All IP created during the engagement belongs to Client upon full payment.
- Any additional scope outside this Schedule to be agreed upon in writing.