Date: MM/DD/YYYY

For reference

**Specifications [Outsourcing]**

1. Project name
2. Objective / outline and schedule
3. Contract period (outsourcing period)
4. Department / person in charge
5. Description and scope of work

1. Deliverables / delivery deadline / delivery method
2. Acceptance inspection

Upon completion of all work and receipt of the deliverables, the University shall inspect them for acceptance.

1. Payment terms

Payable at the end of the following month of acceptance inspection, with the closing date on the 20th of each month

1. Other / note

- In the event of a significant alteration in the description or scope of work during the outsourcing period, or in the event that a matter not prescribed in these specifications arises, both parties shall handle it in good faith through consultation.

**■ Please add or delete items according to your project.**