

## ENGAGEMENT LETTER TEMPLATE

Digital Advisory Services  
 Engagement ID: ###

Engagement Letter is being issued pursuant to Digital Advisory Services program Statement of Work (“SOW”) and the related Agreement with the Contract ID ###.

RE: Engagement Letter

Pursuant to a request from Customer, under the terms of their Agreement referenced above and the relevant service description found at the following Professional Service Terms Link:

- Professional Services Terms Link for U.S. Services:  
[http://www.verizon.com/business/service\\_guide/reg/cp\\_ps\\_plus\\_toc.htm](http://www.verizon.com/business/service_guide/reg/cp_ps_plus_toc.htm)
- Professional Services Terms Link for non-U.S. Services:  
[http://www.verizon.com/business/service\\_guide/reg/ps-plus-toc-2023NOV15.htm](http://www.verizon.com/business/service_guide/reg/ps-plus-toc-2023NOV15.htm)

Service Location:	[TBD – SAMPLE ONLY]
Technology Area:	[TBD – SAMPLE ONLY]
Engagement Type:	[TBD – SAMPLE ONLY]
Scope of Work:	[TBD – SAMPLE ONLY]
Engagement Start Date:	[TBD – SAMPLE ONLY]
Estimated Pool Hours:	[TBD – SAMPLE ONLY]
Service Location	[TBD – SAMPLE ONLY]

Verizon Point of Contact	Customer Point of Contact
[TBD – SAMPLE ONLY]	[TBD – SAMPLE ONLY]

**CUSTOMER NAME**

Authorized Signature: \_\_\_\_\_

Name (print): [TBD – SAMPLE ONLY] \_\_\_\_\_

Title: \_\_\_\_\_

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

**THIS DOCUMENT MUST BE SIGNED BY AN AUTHORIZED CUSTOMER REPRESENTATIVE PRIOR TO ANY WORK COMMENCING FOR THE PROFESSIONAL SERVICES OUTLINED HEREIN.**