

STATEMENT OF WORK

This Schedule for Professional Services is entered into by the customer listed in the signature block below (“Customer”), and Zywave Inc. (“Zywave”), effective as of 10/27/2023 (“**Effective Date**”), and is subject to the terms and conditions contained in the Master Subscription Agreement located at www.zywave.com/msa, the terms of which are incorporated by reference herein.

Project Description

Zywave will provide one branded Client Portal Overview video and one branded LMS Overview video highlighting for Robertson Ryan Insurance. The videos will be branded with Robertson Ryan Insurance’s logo and provided contact information.

Fees, Expenses and Payment Terms

The Project shall be billed on a flat-fee basis with a deposit of one-hundred percent (100%) of the estimated total due prior to commencement of Services under this Schedule. Billing shall be based on actual Services provided. Such rates are valid for a period of six (6) months following the Effective Date. Zywave reserves the right to increase its daily rates for any time incurred under this Statement of Work thereafter.

Assuming Services are used within six (6) months following the Effective Date, an estimate is provided below. This estimate is provided for budgeting purposes only and is not binding on Zywave.

Hosted Application Professional Services	Professional Services Fee
Custom branded and edited Client Portal and LMS Videos	\$350
Total Estimate	\$350

All payments of fees or charges under this Schedule shall be made in U.S. dollars within thirty (30) days of the date of the applicable Zywave invoice. In the event Customer does not pay fees when due, Customer shall pay to Zywave interest on the delinquent account at the rate of 1.5% per month or the maximum amount permitted under applicable law, whichever is lower.

By: _____

Jason Liu

Chief Executive Officer

Date: _____

Zywave, Inc.

10100 W. Innovation Drive, Suite 300

Milwaukee, WI 53226

By: **Robertson Ryan Insurance**

Name: **Maria Rogers**

Title: **Digital Marketing Manager**

Date: **10/27/2023**

Robertson Ryan Insurance

330 E. Kilbourn Avenue, Ste. 850

Milwaukee, WI 53202

Estimate Prepared By: Alee Koney

Delivered on: 10/27/2023

Expires ninety (90) days following the date of delivery.