

Date

(Insert) Name  
Address  
Of Consultant

**RE: (Project Title), Professional Service Agreement XXXX-XX Task Order**

Dear (insert):

This letter serves as a Task Order, issued per Section 7.1 of the Professional Service Agreement (PSA) 2015-06 for On Call Project Development Services between Community Planning Association of Southwest Idaho (COMPASS) and (insert contractor name) (CONTRACTOR). The project for this Task Order is the (project title) project.

The Scope of Work provided as Exhibit A specifies the tasks that will be completed. The CONTRACTOR will bill COMPASS for actual hours worked, using the billing rates listed in Exhibit 2 of the PSA, provided that total billings from CONTRACTOR to COMPASS for all tasks under this Task Order do not exceed \$(total budgeted amount). No additional charges will be paid. Funds to complete the work are programmed into the COMPASS FY20XX Unified Planning Work Program and Budget.

The Date of Final Completion for all tasks under this Task Order is anticipated to be September 15, 20XX. This Task Order expires September 30, 20XX.

Please indicate your acceptance of this Task Order by signing below and return this letter to Kathy Parker, the COMPASS Project Manager for this Task Order. Once the acceptance has been received at COMPASS, work under this Task Order may commence.

Sincerely,

Matthew J. Stoll  
Executive Director

Accepted (insert project title), Professional Service Agreement 2015-06 Task Order:

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(Insert Consultant name)  
(Insert Consultant company)

Enclosures:  
Exhibit A - Scope of Work  
Exhibit B - Budget

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