# SEC Form 4

 $\square$ 

## FORM 4

UNITED STATES SECURITIES AND EXCHANGE COMMISSION

Washington, D.C. 20549

| Check this box if no longer subject to |
|--|
| Section 16. Form 4 or Form 5           |
| obligations may continue. See          |
| Instruction 1(b).                      |

## STATEMENT OF CHANGES IN BENEFICIAL OWNERSHIP

Filed pursuant to Section 16(a) of the Securities Exchange Act of 1934 or Section 30(h) of the Investment Company Act of 1940

| OMB APPROVAL           |           |  |  |  |  |  |  |  |
|------------------------|-----------|--|--|--|--|--|--|--|
| OMB Number:            | 3235-0287 |  |  |  |  |  |  |  |
| Estimated average burg | den       |  |  |  |  |  |  |  |
| hours per response:    | 0.5       |  |  |  |  |  |  |  |

|                       |                         | on*   | 2. Issuer Name <b>and</b> Ticker or Trading Symbol <u>Upwork Inc.</u> [UPWK] | 5. Relationship of Reporting Person(s) to Issuer (Check all applicable) |  |                       |  |  |  |
|-----------------------|-------------------------|-------|--|---|--|-----------------------|--|--|--|
|                       |                         |       | <u></u> (  | X   | Director   | 10% Owner             |  |  |  |
| (Last)<br>2965 WOODSI | (Last) (Eirst) (Middlo) |       | 3. Date of Earliest Transaction (Month/Day/Year)<br>10/03/2018               |   | Officer (give title below)                                 | Other (specify below) |  |  |  |
| ,                     |                         |       | 4. If Amendment, Date of Original Filed (Month/Day/Year)                     | 6. Indiv<br>Line)   | vidual or Joint/Group Filir                                | ng (Check Applicable  |  |  |  |
| (Street)<br>WOODSIDE  | CA                      | 94062 |  | X   | Form filed by One Rep<br>Form filed by More that<br>Person | U U                   |  |  |  |
| (City)                | (State)                 | (Zip) |  |   | Person   |                       |  |  |  |

#### Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned

| 1. Title of Security (Instr. 3) | 2. Transaction<br>Date<br>(Month/Day/Year) | 2A. Deemed<br>Execution Date,<br>if any<br>(Month/Day/Year) |      |   |                      |               |                   | 5. Amount of<br>Securities<br>Beneficially<br>Owned Following<br>Reported | 6. Ownership<br>Form: Direct<br>(D) or Indirect<br>(I) (Instr. 4) | 7. Nature of<br>Indirect<br>Beneficial<br>Ownership<br>(Instr. 4) |
|---------------------------------|--|---|------|---|----------------------|---------------|-------------------|---|---|---|
|                                 |  |   | Code | v | Amount               | (A) or<br>(D) | Price             | Transaction(s)<br>(Instr. 3 and 4)  |   | (113(114)   |
| Common Stock                    | 10/03/2018                                 |   | A    |   | 1,750 <sup>(1)</sup> | A             | \$ <mark>0</mark> | 1,750   | D   |   |
| Common Stock                    | 10/03/2018                                 |   | A    |   | 7,500 <sup>(2)</sup> | A             | \$ <mark>0</mark> | 9,250   | D   |   |
| Common Stock                    |  |   |      |   |                      |               |                   | 386,632   | Ι   | See<br>footnote <sup>(3)</sup>                                    |

### Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned (e.g., puts, calls, warrants, options, convertible securities)

| 1. Title of<br>Derivative<br>Security<br>(Instr. 3) | 2.<br>Conversion<br>or Exercise<br>Price of<br>Derivative<br>Security | 3. Transaction<br>Date<br>(Month/Day/Year) | 3A. Deemed<br>Execution Date,<br>if any<br>(Month/Day/Year) | 4.<br>Transa<br>Code (<br>8) |   | 5. Nur<br>of<br>Deriv<br>Secur<br>Acqu<br>(A) or<br>Dispo<br>of (D)<br>(Instr<br>and 5 | ative<br>rities<br>ired<br>osed | Expiration Date<br>(Month/Day/Year) |                    | 7. Title and<br>Amount of<br>Securities<br>Underlying<br>Derivative<br>Security (Instr. 3<br>and 4) |  | 8. Price of<br>Derivative<br>Security<br>(Instr. 5) | 9. Number of<br>derivative<br>Securities<br>Beneficially<br>Owned<br>Following<br>Reported<br>Transaction(s)<br>(Instr. 4) | 10.<br>Ownership<br>Form:<br>Direct (D)<br>or Indirect<br>(I) (Instr. 4) | 11. Nature<br>of Indirect<br>Beneficial<br>Ownership<br>(Instr. 4) |
|---|---|--|---|------------------------------|---|--|---------------------------------|-------------------------------------|--------------------|---|--|---|--|--|--|
|   |   |  |   | Code                         | v | (A)  | (D)                             | Date<br>Exercisable                 | Expiration<br>Date | Title   | Amount<br>or<br>Number<br>of<br>Shares |   |  |  |  |

Explanation of Responses:

1. Represents an award of restricted stock units ("RSUs"). The RSUs vest quarterly, over three quarters (with the first such vesting date occurring on December 31, 2018), subject to the continuing service of the Reporting Person on each vesting date. The final quarterly installment shall fully vest on the earlier of (a) the date of the first annual meeting of the Issuer's stockholders and (b) the date that is the last day of the last full quarter of the vesting of such award, in each case subject to the continuing service of the Reporting Person through such date.

2. Represents an award of RSUs. The RSUs vest on the earlier of (a) the date of the first annual meeting of the Issuer's stockholders and (b) July 3, 2019, in each case subject to the continuing service of the Reporting Person through such date.

3. Shares are held directly by Benchmark Capital Partners V, L.P. ("BCP V"), as nominee for BCP V, Benchmark Founders' Fund V, L.P. ("BFF V"), Benchmark Founders' Fund V-A, L.P. ("BFF V-A"), Benchmark Founders' Fund V-B, L.P. ("BFF V-B") and related persons. Benchmark Capital Management Co. V, L.L.C. ("BCMC V"), the general partner of BCP V, BFF V, BFF V-A and BFF V-B, may be deemed to have sole voting and dispositive power over such shares. Alexandre Balkanski, Bruce W. Dunlevie, Peter H. Fenton, J. William Gurley, Kevin R. Harvey, Robert C. Kagle, Mitchell H. Lasky and Steven M. Spurlock, the managing members of BCMC V, may be deemed to share voting and dispositive power over these shares. Each such person and entity disclaims the existence of a "group" and disclaims beneficial ownership of any securities (except to the extent of such person's or entity's pecuniary interest in such securities).

<u>/s/ Steven M. Spurlock, by</u>

power of attorney for Kevin R. <u>10/05/2018</u>

<u>Harvey</u>

\*\* Signature of Reporting Person Date

Reminder: Report on a separate line for each class of securities beneficially owned directly or indirectly.

\* If the form is filed by more than one reporting person, see Instruction 4 (b)(v).

\*\* Intentional misstatements or omissions of facts constitute Federal Criminal Violations See 18 U.S.C. 1001 and 15 U.S.C. 78ff(a).

Note: File three copies of this Form, one of which must be manually signed. If space is insufficient, see Instruction 6 for procedure.

Persons who respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB Number.