

Scope of Work

Company Information

Company Name *

Phone *

Email *

Document # *

SOW-2025-001

Date *

Client & Project

Client Name *

Client Contact *

Client Phone *

Project Title *

Scope & Deliverables

Project Overview *

Detailed Scope *

Key Deliverables

Timeline

Start Date *

Completion Date *

Milestones

Responsibilities

Provider Responsibilities *

Client Responsibilities *

Pricing & Payment

Pricing Structure *

☐ Fixed price ☐ Hourly ☐ Time & materials

Total Cost

\$0.00

Payment Terms *

Full upon completion

☐ Fixed price ☐ Hourly ☐ Time & materials

Full upon completion

Terms & Conditions

Change Order Policy

All changes must be documented and approved by both parties.

Warranty/Guarantee

Exclusions & Assumptions

Work NOT Included *

Assumptions *

Signatures

Provider Signature *

Signature

Name *

Date *

Client Signature *

Signature

Name *

Date *

Important: This scope of work contains confidential information. All information should be factual and complete.