

01

## PARTIES & PROJECT INFO

Agency Name	Client Name
<input type="text"/>	<input type="text"/>
SOW Number	Effective Date
<input type="text"/>	<input type="text"/>
Project Name	Parent Agreement (MSA #)
<input type="text"/>	<input type="text"/>

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## PROJECT BACKGROUND & OBJECTIVES

Describe the business context and what success looks like:

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## SCOPE OF WORK



Phase	Tasks	Start	End	Dependencies
Project Start Date		Final Delivery Date		

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## AGENCY RESPONSIBILITIES

- Assign a dedicated project lead
- Provide weekly status updates
- Deliver work per the agreed timeline
- Notify client of scope or budget risks
- Maintain project documentation
- Conduct final review before handoff

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## CLIENT RESPONSIBILITIES

-- Provide timely feedback within agreed turnaround

-- Designate a single point of contact

-- Provide access to required systems and assets

-- Review and approve deliverables within \_ business days

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## FEES & PAYMENT SCHEDULE

Milestone	Amount	Due Date	Payment Method
Total SOW Value			
Late Payment Terms (e.g. 1.5% per 30 days overdue)			

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## APPROVAL & SIGN-OFF

<b>AGENCY</b>	<b>CLIENT</b>
Authorised Signatory Name:	Authorised Signatory Name:
Title / Role:	Title / Role:
Signature:	Signature:
Date:	Date:

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