[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Scope of work

Scope # _____

Date _____

Client _____ Phone _____

Project address _____

Estimate / contract # _____ Prepared by _____

1. PROJECT SUMMARY

In two or three sentences: what you're building or changing, and the result the client wants

2. INCLUDED WORK BY AREA

AREA OR PHASE	WORK INCLUDED
Site protection	
Demolition	
Framing and structural	
Plumbing	
Electrical	
Drywall and finishes	
Cabinets and countertops	
Tile and flooring	
Paint	
Fixtures and trim-out	

3. NOT INCLUDED

These items are not part of this scope unless added by signed change order:

- ☐ Asbestos, lead or mold testing and abatement
- ☐ Repairs to hidden damage
- ☐ Painting outside the work area
- ☐ Other: _____
- ☐ Structural engineering or architect fees
- ☐ Moving furniture or appliances
- ☐ Permit fees

4. MATERIALS AND ALLOWANCES

ITEM	SUPPLIED BY	ALLOWANCE	NOTES

Allowance items are chosen on the selections sheet. Differences from the allowance are handled by change order.

5. CLIENT RESPONSIBILITIES

- ☐ Make selections by the dates on the selections sheet
- ☐ Clear the work area and nearby rooms of personal items
- ☐ Provide access, parking and room for a dumpster or trailer
- ☐ Keep children and pets out of the work area
- ☐ Other: _____

6. SITE CONDITIONS

Working hours _____ Parking / staging _____

Debris / dumpster _____ Restroom for crew _____

Known conditions _____

7. PERMITS AND INSPECTIONS

Permits pulled by: ☐ Contractor ☐ Owner ☐ Not required

Inspections expected, for example rough plumbing, rough electrical, final

8. CLEANUP

☐ Broom-clean daily ☐ Debris removed weekly ☐ Final clean at completion ☐ Owner handles final clean

9. ASSUMPTIONS

What your price assumes, for example existing framing and subfloor are sound, existing plumbing lines are reused

10. SIGN-OFF

We have reviewed this scope of work. It describes the work included in the price. Changes will be made only by signed change order.

Client

Signature

Printed name Date

Contractor

Signature

Printed name Date