

Service Scope Document

Design Project Title: _____

Date: _____

Prepared by: _____

1. Project Overview

Provide a concise description of the project, its purpose, and the desired outcomes.
Example: This project aims to develop the visual identity and user interface for the new ABC mobile application.

2. Objectives

- List primary objectives and goals of the design project.
- Ensure measurable deliverables and success criteria.

3. Scope of Services

1. Consultation & Discovery
2. Concept Development
3. Design Production
4. Revisions (Number of rounds: _____)
5. Final Deliverables

4. Deliverables

Item	Description	Format
Logo Design	Primary and secondary logos	SVG, PNG
UI Screens	Mobile and web layouts (up to __ screens)	Figma, PDF
Brand Guidelines	Typography, color scheme, and usage rules	PDF

5. Exclusions

- Itemize any tasks or services outside of this project’s scope.
- Example: Development of custom icons, copywriting, or coding implementation.

6. Timeline

Phase	Start Date	End Date
Discovery	_____	_____
Design & Development	_____	_____
Revisions & Delivery	_____	_____

7. Approval & Acceptance

Signatures below indicate acceptance of this Service Scope Document and agreement to the outlined service scope.

Client Representative: _____ Date: _____

Service Provider: _____ Date: _____