

Statement of Work (SOW)

Project Title: _____

Date: _____

Prepared For: _____

Prepared By: _____

1. Project Overview

Brief description of the project objectives, background, and context.

2. Scope of Work

1. Deliverables:

- Deliverable 1: _____
- Deliverable 2: _____

2. Tasks and Activities:

- Task 1: _____
- Task 2: _____

3. Schedule & Milestones

Milestone	Description	Target Date
Milestone 1	_____	_____
Milestone 2	_____	_____

4. Roles & Responsibilities

- **Client:** Responsibilities include _____
- **Service Provider:** Responsibilities include _____

5. Payment Terms

Specify fees, payment schedule, and invoicing terms.

6. Assumptions & Dependencies

- Assumption 1: _____
- Dependency 1: _____

7. Acceptance Criteria

- Criteria 1: _____

- Criteria 2: _____

8. Terms & Conditions

Reference or summary of contract terms and any applicable legal notes.

Authorized By:

Name: _____

Title: _____

Date: _____

Accepted By:

Name: _____

Title: _____

Date: _____