

# Service Contract Statement of Work (SOW)

Date: \_\_\_\_\_

SOW Reference Number: \_\_\_\_\_

## 1. Parties

Client: \_\_\_\_\_

Service Provider: \_\_\_\_\_

## 2. Project Overview

*Brief Description of Services:*

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## 3. Scope of Work

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## 4. Deliverables & Milestones

Deliverable	Description	Due Date
_____	_____	_____
_____	_____	_____

## 5. Term & Schedule

Start Date: \_\_\_\_\_

End Date: \_\_\_\_\_

*Key Milestones:*

- \_\_\_\_\_
- \_\_\_\_\_

## 6. Responsibilities

Service Provider:

- \_\_\_\_\_
- \_\_\_\_\_

Client:

- \_\_\_\_\_

- \_\_\_\_\_

## 7. Payment Terms

**Total Fees:** \_\_\_\_\_

**Payment Schedule:**

- \_\_\_\_\_
- \_\_\_\_\_

## 8. Acceptance Criteria

- \_\_\_\_\_
- \_\_\_\_\_

## 9. Assumptions & Constraints

- \_\_\_\_\_
- \_\_\_\_\_

## 10. Signatures

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Client Name & Signature

Date: \_\_\_\_\_

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Service Provider Name & Signature

Date: \_\_\_\_\_