

Statement of Work (SOW) Template

1. Parties

Client: _____

Contractor: _____

Date: _____

2. Project Overview

3. Scope of Work

- Task 1: _____
- Task 2: _____
- Task 3: _____

4. Deliverables

- Deliverable 1: _____
- Deliverable 2: _____
- Deliverable 3: _____

5. Timeline

Start Date: _____

End Date: _____

Key Milestones:

- Milestone 1: _____ Date: _____
- Milestone 2: _____ Date: _____

6. Payment Terms

- Amount/Rate: _____
- Payment Schedule: _____

7. Acceptance Criteria

8. Additional Terms

Client Signature / Date

Contractor Signature / Date