Basic Statement of Work (SOW) Form

Client Name

Enter client name

Contractor Name

Enter contractor name

Project Title

Enter project title

Date

Description of Services

Describe in detail the work to be performed

Deliverables

List expected deliverables

Start Date

End Date

Payment Terms

e.g. Fixed, hourly, milestones

Total Amount

Enter amount

Other Terms & Notes

Include additional details or terms

Client Signature

Date

Contractor Signature

Date