

# Contractor Agreement

## Statement of Work (SOW) Draft

### 1. Parties

This Statement of Work ("SOW") is entered into by and between:

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

**Contractor:** \_\_\_\_\_

**Date Effective:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### 2. Project Overview

[Provide a brief summary of the project, objectives and background.]

### 3. Scope of Work

- [Describe the tasks and deliverables Contractor will provide]
- [Include milestones or phases if necessary]
- [Specifications, requirements, and standards]

### 4. Timeline & Deliverables

Milestone/Deliverable	Description	Due Date
[Deliverable 1]	[Description]	[MM/DD/YYYY]
[Deliverable 2]	[Description]	[MM/DD/YYYY]

### 5. Payment Terms

- [Fee structure: fixed, hourly, milestone-based, etc.]
- [Invoicing schedule and payment terms]
- [Expenses, if reimbursable]

### 6. Roles & Responsibilities

- [Client responsibilities]
- [Contractor responsibilities]

### 7. Acceptance Criteria

[Define how deliverables will be reviewed and accepted.]

### 8. Assumptions & Dependencies

[List assumptions made, and dependencies on either party or third parties.]

## 9. Confidentiality

[Describe any confidentiality requirements or references to NDA clauses.]

## 10. Signatures

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### Client

[Name, Title]

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

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### Contractor

[Name, Title]

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