

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

Client

[Name, Title]

Date: ____ / ____ / ____

Contractor

[Name, Title]

Date: ____ / ____ / ____