

Project-Based Statement of Work Example

1. Project Overview

Project Title: _____

Project Summary: _____

2. Scope of Work

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

Deliverables:

- Deliverable 1: _____
- Deliverable 2: _____

3. Timeline

Milestone	Due Date
_____	_____
_____	_____
_____	_____

4. Payment Terms

- Payment Amount: _____
- Payment Schedule: _____
- Payment Method: _____

5. Acceptance Criteria

- Criteria 1: _____
- Criteria 2: _____

6. Project Management & Reporting

Reporting Frequency: _____

Point of Contact: _____

7. Signatures

Contractor:

Name: _____
Signature: _____
Date: _____

Client:

Name: _____
Signature: _____
Date: _____