

# 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:

Client:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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