

Statement of Work (SOW)

1. Project Information

Project Name
Client
Date
Prepared By

2. Purpose & Objectives

3. Scope of Work

-
-
-

4. Deliverables

-
-
-

5. Timeline & Milestones

Milestone	Description	Due Date

6. Roles & Responsibilities

Client

-
-

Provider

-
-

7. Assumptions

-
-

8. Out of Scope

-
-

9. Acceptance Criteria

•
•

10. Payment Terms

•
•

11. Sign-off

Name	Title	Date	Signature