

Statement of Work (SOW)

Project Title: _____
Date: _____
Prepared by: _____
Client/Company: _____

1. Introduction

Provide a brief description of the project and its objectives.

2. Scope of Work

Outline the major deliverables, tasks, and activities.

3. Deliverables

#	Deliverable	Description	Due Date
1	_____	_____	_____
2	_____	_____	_____

4. Timeline & Milestones

Milestone	Description	Target Date
_____	_____	_____

5. Project Management

- Project Manager: _____
- Key Contacts: _____
- Reporting & Communication: _____

6. Acceptance Criteria

Specify how deliverables will be approved.

7. Payment Terms

Outline payment schedule, terms, and conditions.

8. Assumptions & Constraints

List any project assumptions and constraints.

9. Authorization

Prepared by: _____

Date: _____

Approved by (Client): _____

Date: _____