

# Project Milestone SOW Template

## Project Information

Project Name

Client Name

Prepared By

Date

## Project Overview

## Scope of Work

1.

## Milestone Deliverables

Milestone	Description	Due Date	Acceptance Criteria

## Responsibilities

Party	Responsibilities
Client	
Supplier/Contractor	

## Payment Terms

Milestone	Payment Amount	Payment Timing

## Sign-Off

Client Name & Signature

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Date

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Supplier/Contractor Name  
& Signature

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Date

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*This document serves as a blank template for defining project milestones in a Statement of Work (SOW).*