

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

Date

Supplier/Contractor Name
& Signature

Date

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