

Statement of Work (SOW)

Project Title

Enter project title

Prepared By

Name or organization

Date

MM/DD/YYYY

1. Purpose

Describe the purpose of this SOW and the overall project objectives.

2. Scope of Work

Describe the scope of the work to be performed.

3. Deliverables

List and describe all deliverables.

4. Timeline & Milestones

List key dates, phases, or milestones.

5. Payment Terms

Describe payment schedule and terms.

6. Acceptance Criteria

Define how deliverables will be reviewed and accepted.

7. Signatures

Client Name

Client name

Client Signature

Signature

Date

MM/DD/YYYY

Provider Name

Provider name

Provider Signature

Signature

Date

MM/DD/YYYY