Statement of Work

SOW # _____ **Effective date** _____

Client _____ **Service provider** _____

Related agreement [e.g. Master Services Agreement dated ...] **Project name** _____

1. Purpose and background

[Briefly describe why this work is needed and what it will achieve.]

2. Scope of work

The service provider will perform the following work:

- [Task or service]
- [Task or service]
- [Task or service]

3. Out of scope

- [Item specifically not included]
- [Item specifically not included]

4. Deliverables and acceptance criteria

Deliverable	Acceptance criteria	Due date

5. Schedule and milestones

Milestone	Date	Payment due

6. Fees and payment

Pricing model [Fixed fee / time and materials / retainer]

Total fee or rate $

Invoicing schedule

Payment terms [Net 30]

Expenses [Reimbursed at cost with prior approval]

7. Roles and responsibilities

Client project lead

Provider project lead

Client will provide [access, content, approvals within X business days]

8. Assumptions

9. Change requests

Any change to scope, schedule or fees must be agreed in writing by both parties before work on the change begins.

10. Approval

This SOW is governed by the terms of the related agreement named above. If there is a conflict, [the agreement / this SOW] controls.

Client		**Service provider**	
Name:	Date:	Name:	Date: