

STATEMENT OF WORK

[Project name]

Client	[Client legal name, address]
Provider	[Your business name, address]
SOW reference	[e.g. SOW-001]
Date	[Date issued]
Governing agreement	[Name and date of your master agreement, or "None: this SOW stands alone"]

1. Background and objectives

Two or three sentences in the client's words: what they have now, what they want, and how both sides will know it worked.

[Background and goals]

2. Scope of work

List every deliverable. If it is not in this table, it is not in the project.

#	Deliverable	Description	Format
1	[Deliverable]	[What exactly, and how many]	[e.g. Figma file, live website]
2			
3			
4			

3. Out of scope

Name the things the client might assume are included. This section prevents most scope disputes.

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

4. Timeline and milestones

Tie each date to what the client must do first. A missed client step moves the date.

Milestone	Target date	Depends on
[Milestone]	[Date]	[Client input needed]

5. Client responsibilities

- [What the client provides, and by when]
- [Who signs off]

6. Review rounds and acceptance

Say how many rounds of changes are included and what counts as accepted.

[Number of revision rounds, and how acceptance works]

7. Fees and payment

Fixed fee: state the total and the schedule. Time and materials: state the rate, the estimate and the cap.

Payment	Amount	Due
[e.g. Deposit]	[Amount]	[When]

[Total, currency, tax, invoice terms, late payment terms]

8. Changes to this SOW

[How changes are requested, priced and approved]

9. Assumptions

- [Anything your price depends on]

10. Ownership

[Who owns the work, and when ownership transfers]

11. Sign-off

	Client	Provider
Name		
Title		
Signature		
Date		