

Statement of Work Template

A comprehensive statement of work for agencies, consultants, and contractors.

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What you will get

- Complete SOW structure (12 sections)
- Payment schedule section
- Acceptance criteria
- Change management process
- Termination clause
- Consulting-ready format

1. Project Overview

PROJECT NAME

CLIENT

PROVIDER

EFFECTIVE DATE

SOW REFERENCE #

2. Objectives

1. [Primary objective]

2. [Secondary objective]

3. [Supporting objective]

3. Scope of Work

IN SCOPE

OUT OF SCOPE

4. Deliverables & Acceptance Criteria

DELIVERABLE	FORMAT	ACCEPTANCE CRITERIA	DUE DATE
Brand strategy document	PDF / Slides	Approved by CMO	Apr 15
Website wireframes	Figma file	Approved after 2 review rounds	May 01
Final website	Deployed site	Passes QA checklist	Jun 15

5. Timeline & Milestones

MILESTONE	DESCRIPTION	DATE
Kickoff	Project start + team alignment	Mar 17
Discovery	Research and strategy	Apr 01
Design	Visual design and approvals	May 01
Development	Build and QA	May 15
Launch	Go-live	Jun 15

6. Payment Schedule

MILESTONE	AMOUNT	DUE DATE
Signing deposit (30%)	\$9,000	Mar 17
Design approval (30%)	\$9,000	May 01

MILESTONE	AMOUNT	DUE DATE
Launch (40%)	\$12,000	Jun 15
Total	\$30,000	

7. Assumptions

- Client provides all content by agreed dates
- Client designates a single point of contact
- Feedback within 5 business days
- Third-party integrations have working APIs

8. Roles & Responsibilities

PROVIDER RESPONSIBILITIES	CLIENT RESPONSIBILITIES
Deliver all work per agreed timeline	Provide content and assets on time
Maintain regular status updates	Designate a single point of contact
Ensure quality meets acceptance criteria	Review deliverables within 5 business days
Flag risks and blockers proactively	Approve milestones to authorize next phase

9. Change Management Process

Any change to the scope, timeline, or budget must be documented via a formal Change Order. Both parties must sign the change order before additional work begins. See the [Change Order Template](#) for the standard form.

10. Confidentiality

Both parties agree to keep all project-related information, materials, and communications confidential. Neither party shall disclose proprietary information to third parties without prior written consent. This obligation survives termination of the engagement.

11. Termination

Either party may terminate this SOW with 14 days' written notice. In the event of termination, the Client shall pay for all work completed up to the termination date. Either party may

terminate immediately for cause if the other party materially breaches this agreement and fails to remedy within 7 days of written notice.

12. Signatures

PROVIDER NAME

CLIENT NAME

PROVIDER SIGNATURE

CLIENT SIGNATURE

DATE

DATE

Tip: A statement of work is not a contract, but it's the document your contract references. Get the SOW right and the contract writes itself.

Related templates: [Scope of Work Template](#) · [Change Order Template](#)