Statement of Work (SOW) Template

This Statement of Work (“SOW”) is issued under and governed by the Master Service Agreement (MSA) dated August 29, 2025, between [Your Company Name] (“Company”) and [Client Name] (“Client”).

# 1. Project Overview

[Insert description of project objectives and background]

# 2. Scope of Work

- Tasks: [List tasks]  
- Deliverables: [List deliverables]  
- Exclusions: [List exclusions]

# 3. Timeline & Milestones

|  |  |  |  |
| --- | --- | --- | --- |
| Milestone | Description | Target Date | Acceptance Criteria |

# 4. Fees & Payment

- Fee Structure: [Fixed price / Time & Materials]  
- Total Project Fee: [●]  
- Payment Schedule: [●]  
- Expenses: [●]

# 5. Client Responsibilities

- Provide timely access to systems/data/personnel.  
- Assign a project manager or liaison.

# 6. Acceptance Process

- Client shall review deliverables within [X] business days of receipt.  
- Deliverables will be deemed accepted unless Client provides written notice of rejection specifying deficiencies.

# Signatures

For [Your Company Name]  
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
For [Client Name]  
By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_