Statement of Work Template

A clear agreement on scope, deliverables, timeline, fees, and acceptance for a client project or engagement.

Client	[Client name]
Provider	[Provider / contractor name]
Project	[Project name]
SOW number	[SOW-001]
Effective date	[YYYY-MM-DD]
Target end date	[YYYY-MM-DD]

How to use this template

Replace the highlighted fields with your project details and choose the sections that apply. Remove anything you do not need. Agree the final version with the client before work begins.

Important

This template is a general starting point, not legal advice. A statement of work can create binding obligations. Have a qualified adviser review the final agreement, especially the fees, acceptance, liability, and intellectual-property terms.

1. Project overview

This Statement of Work (SOW) describes the work that [Provider] will perform for [Client] on [project name], under [the governing agreement / this document].

Its purpose is to set a clear, shared understanding of scope, deliverables, timing, and fees before work begins.

2. Scope of work

[Provider] will carry out the following work:

- [Activity or workstream 1]
- [Activity or workstream 2]
- [Activity or workstream 3]

3. Deliverables

The following deliverables will be produced:

- [Deliverable 1 - format and description]
- [Deliverable 2 - format and description]
- [Deliverable 3 - format and description]

4. Out of scope

The following are not included in this SOW and would need a separate agreement:

- [Excluded item 1]
- [Excluded item 2]

5. Timeline and milestones

The work is planned to run from [start date] to [target end date], with these milestones:

- [Milestone 1] - [date]
- [Milestone 2] - [date]
- [Milestone 3] - [date]

6. Assumptions and dependencies

This plan assumes the following. Changes to them may affect scope, timing, or fees:

- [Client provides ... by ...]
- [Access, data, or approvals needed]
- [Third-party or tooling dependency]

7. Fees and payment terms

Fees for this work are [a fixed price of [amount] / time and materials at [rate] per hour], in [currency].

Invoices are issued [monthly / on milestone completion] and payable within [payment terms]. Pre-approved expenses are billed [at cost / per policy].

8. Acceptance

[Client] reviews each deliverable within [review period] and either accepts it or provides written feedback. A deliverable is deemed accepted if no feedback is received within that period.

Recorded time and completed deliverables are the basis for acceptance and invoicing.

9. Change control

Any change to scope, deliverables, timeline, or fees is documented in a written change request, agreed by both parties, and attached to this SOW before the change takes effect.

10. Confidentiality and intellectual property

Each party keeps the other's confidential information private. Ownership of deliverables and intellectual property transfers as set out in [the governing agreement / this section] once fees are paid in full.

Before you sign

- Confirm the scope, deliverables, and out-of-scope items with the client.
- Check every milestone has an owner and a realistic date.
- Confirm fees, currency, invoicing schedule, and payment terms.
- Agree how deliverables are reviewed and accepted.
- Have a qualified adviser review the final agreement when it matters.
- Both parties sign and keep a copy with the project records.

Signatures

Client name and title	
Client signature	
Provider name and title	
Provider signature	
Date signed	

CC0 1.0

Free to copy, edit, rebrand, and use commercially. This template is a general starting point, not legal advice. A statement of work can create binding obligations, so have a qualified adviser review the final agreement when it matters.