

Simple Statement of Work Form Sample for Small Businesses

This **Simple Statement of Work Form** sample is designed to help small businesses clearly outline project deliverables, timelines, and payment terms. It provides a straightforward template to ensure mutual understanding between clients and contractors. Using this form can streamline project management and minimize misunderstandings.

Statement of Work

Company Name:

Client Name:

Project Title:

Project Description:

Deliverables:

Timeline / Milestones:

Payment Terms:

Additional Notes:

Date:

Client Signature:

Contractor Signature:

Submit