

# Simple Statement of Work Template

This **Simple Statement of Work template** is designed specifically for freelance designers to clearly outline project deliverables, timelines, and payment terms. It streamlines client agreements, ensuring mutual understanding and professional project management. Using this template helps freelancers maintain organized and transparent communication throughout the design process.

## 1. Project Overview

**Project Name:** \_\_\_\_\_

**Client Name/Company:** \_\_\_\_\_

**Designer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 2. Scope of Work

Provide a summary of the work to be completed:

- Design deliverables (e.g., logo, website, brochure, etc.)
- Number of concepts and revisions included
- Special requests or additional details

**Details:**

## 3. Deliverables

Description	Format	Due Date
Example: Logo Design	AI, PNG, JPG	MM/DD/YYYY

## 4. Timeline

Project Start Date: \_\_\_\_\_

Project End Date: \_\_\_\_\_

## 5. Payment Terms

- Total Project Fee: \$ \_\_\_\_\_
- Deposit (if applicable): \$ \_\_\_\_\_ due upon agreement
- Remaining Balance: \$ \_\_\_\_\_ due upon completion
- Payment Method: \_\_\_\_\_

## 6. Approval & Signatures

By signing below, both parties agree to the terms outlined in this Statement of Work.

Designer	Client
Name: _____ Signature: _____ Date: _____	Name: _____ Signature: _____ Date: _____