

Statement of Work (SOW) Form Sample

Statement of Work Form Sample with Payment Terms Included provides a clear and comprehensive outline of project deliverables, timelines, and financial agreements. This template ensures transparent communication between parties, minimizing misunderstandings and facilitating smooth project execution. By incorporating detailed payment terms, it helps protect both client and contractor interests throughout the collaboration.

1. Project Information

Project Title	Website Redesign
Client Name	Acme Corporation
Contractor Name	Blue Sky Digital Solutions
Date	June 10, 2024

2. Scope of Work

- Redesign of homepage, about, and services pages
- New responsive layout for mobile and desktop
- Integration with client's CMS
- Testing and quality assurance

3. Deliverables

1. Wireframes for all redesigned pages
2. Final website files and documentation
3. User manual for content updates

4. Timeline

Milestone	Deadline
Wireframe Completion	June 25, 2024
Design Approval	July 5, 2024
Project Handover	July 20, 2024

5. Payment Terms

- **Total Project Fee:** \$8,000
- **Payment Schedule:**
 - 40% upfront upon agreement signing (\$3,200)
 - 30% upon design approval (\$2,400)
 - 30% upon project completion and delivery (\$2,400)
- **Payment Method:** Bank transfer or company check
- **Late Payment Penalty:** 2% per month on overdue amounts

6. Roles & Responsibilities

- **Client:** Provide timely feedback, supply content/assets as needed
- **Contractor:** Complete design and development tasks, provide support during project handover

7. Acceptance Criteria

- All pages function across major browsers and devices
- Client reviews and accepts final deliverables in writing

8. Signatures

Client Signature	_____
Date	_____
Contractor Signature	_____
Date	_____