

Statement of Work (SOW) Template

This **statement of work template** clearly outlines project deliverables, payment terms, and schedules to ensure transparency and accountability. It provides a structured framework for managing expectations and facilitating timely payments. Ideal for contractors and clients seeking a comprehensive agreement.

1. Project Overview

Project Name: _____

Client: _____

Service Provider/Contractor: _____

Effective Date: ____ / ____ / ____

Project Description:

2. Scope of Work and Deliverables

Deliverable	Description	Due Date
1.	_____	____ / ____ / ____
2.	_____	____ / ____ / ____

3. Payment Terms & Schedule

Milestone	Amount	Payment Schedule	Payment Due Upon
Initial Deposit	\$_____	Upon Contract Signing	____ / ____ / ____
Milestone 1	\$_____	Upon Completion of Deliverable 1	____ / ____ / ____
Final Payment	\$_____	Upon Project Completion	____ / ____ / ____

Payment Method: (e.g., Bank Transfer, Check, PayPal)

Late Payment Terms: A late fee of ____ % per month will be applied to overdue payments.

4. Project Timeline

Start Date: ____ / ____ / ____

End Date: ____ / ____ / ____

Key Milestones:

- Milestone 1: _____ (Due: ____ / ____ / ____)
- Milestone 2: _____ (Due: ____ / ____ / ____)

5. Approvals

Role	Name	Signature	Date
Client	_____	_____	____ / ____ / ____

Service Provider	_____	_____	____/____/_____
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6. Additional Terms & Conditions
