Statement of work

[Project name]

Parties [Service provider legal name] and [Client legal name]

Reference [SOW reference] / [Version] / [Date]

Governing terms [Existing services agreement or engagement terms and date]

Purpose and deliverables

[The specific result this project will deliver for the client.]

Deliverable	Acceptance criteria	Due
[D1: Output, quantity and format]	[Objective checks and who accepts the output]	[Milestone / date]
[D2: Output, quantity and format]	[Objective checks and who accepts the output]	[Milestone / date]

Client inputs and assumptions

Client inputs [Records, access, decisions and nominated feedback contact; when each input is due.]

Assumptions [Entities, periods, volumes, data quality and other assumptions on which the scope and fee depend.]

Exclusions

[Services, periods, outputs, support or follow-up work outside this agreement.]

Reviews and timing

[Number of consolidated review rounds, review contact and feedback deadline.] Corrections needed to meet the agreed acceptance criteria belong to the original scope. New deliverables or further rounds need agreement.

[Start date, milestone dates and completion date.] If client inputs are late or an assumption changes, agree revised dates and the effect on scope or fees before the affected work proceeds.

Fees and payment

Fee basis [Choose and complete one basis: fixed fee; hourly / capped time and materials; or retainer.]

[Fixed fee and included deliverables; OR hourly rate(s), time unit / billing increment and agreed cap; OR retainer fee, period, allowance, rollover treatment and agreed extras.]

Tax and expenses [Currency; whether tax is included or additional; agreed expenses and their approval basis.]

Payment [Invoice milestones, amounts or actual time basis, and payment due date.]

[Delivery-hour estimate, if shared; state whether it is an estimate, a cap or a retainer allowance.] A fixed fee does not change just because delivery takes more hours.

Changes to this agreement

Use a separate change request referencing this SOW and version. Set out changed deliverables, exclusions, client inputs, hours, fees and dates, including zero or reduced fees where agreed. Both authorised contacts record their decision through the agreed acceptance method before the changed work starts. A pending request does not change this SOW.

Extra services, an inaccurate estimate, internal rework and missing client inputs have different causes. Review the cause and the existing agreement before proposing additional charges.

Acceptance

Service provider [Name, role, signature or written acceptance reference, and date]

Client [Name, role, signature or written acceptance reference, and date]

Record [How acceptance will be recorded, and the agreed start / effective date.]

This is a starting point, not legal advice. Have your contract terms reviewed for your jurisdiction.