

**Your
Logo
Here**

[Company Name]

Statement of Work

Version 0.0

[Date published]

Presented by:

[Presenter's name]

Time and materials

Client name	
Client's administrator	
Project name	
Engagement duration	
Begin date	
End date	

Schedule of rates

[Include fixed-rate costs for items such as equipment and hourly rates for employee time and service.]

Item description	Delivery schedule (Business days)	Cost (estimate)

Payment terms

Phase	Completion date	Payments due

Statement of work

Assumptions

[List any general assumptions regarding the project. Provide details about who will provide what materials, services, and information.]

Change management process

[Describe how to handle any changes to the project scope listed in the SOW. Detail how the changes will be addressed and implemented and how the associated costs will be handled.]

Engagement related expenses

[Detail how all expenses that incur as a cost of doing business for the project will be handled. Explain who will be responsible for what expenses.]

Professional services agreement

[Detail the general terms and conditions for services provided to your client. Include who owns the product once the project is complete and how maintenance or upgrades will be handled and billed in the future.]

Acceptance and authorization

[Use the following format to create a signature page that confirms agreement of the products and services to be delivered, when, how, and for what price. Be sure to include any legal language as required by your company's legal representative. Get signatures of the client administrator, the Statement of Work author, and any other parties who are responsible for the SOW.]

The terms and conditions of the **Professional Services Agreement** apply in full to the services and products provided under this Statement of Work.

IN WITNESS WHEREOF, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

[Client name] _____
Full name

[Services provider name] _____
Full name

Title

Title

Signature

Signature

Date

Date