

Financial Due Diligence Statement of Work

Date: _____

Prepared for: _____

Prepared by: _____

1. Introduction

This Statement of Work (‘‘SOW’’) outlines the scope, objectives, deliverables, estimated timeline, and responsibilities relating to financial due diligence services to be performed by [Consultant/Firm Name] for [Client Name].

2. Scope of Work

- Review key financial statements for the past 3 years
- Analyze revenue streams, cost structure, and EBITDA reconciliation
- Assess working capital trends and quality of earnings
- Evaluate debt, off-balance sheet liabilities, and contingent obligations
- Identify potential risks and opportunities

3. Deliverables

1. Financial Due Diligence Report (PDF format)
2. Supporting schedules and working papers
3. Summary presentation of key findings (if applicable)

4. Timeline

Milestone	Estimated Completion
Kick-off Meeting	_____
Data Collection & Initial Review	_____
Fieldwork & Analysis	_____
Draft Report Submission	_____
Final Report Delivery	_____

5. Responsibilities

Party	Responsibilities
Consultant/Firm	Perform agreed-upon procedures and analysis; deliver all reports
Client	Provide timely access to requested information and key personnel

6. Fees & Payment Terms

Fees: _____

Payment Terms: _____

7. Acceptance & Signatures

By signing below, the parties acknowledge and accept this Statement of Work.

[Consultant/Firm Name & Signature]

[Client Name & Signature]