

# Statement of Work (SOW)

## 1. Project Overview

This Statement of Work ("SOW") is made between [Client Name] and [Service Provider Name], and describes the work to be performed for [Project Name/Description].

## 2. Scope of Work

- [Brief description of deliverable or service 1]
- [Brief description of deliverable or service 2]
- [Add additional items as needed]

## 3. Deliverables

- [List the deliverables expected from the project]
- [e.g., reports, software, hardware, documentation]

## 4. Timeline

Milestone	Expected Completion Date
[Milestone 1]	[Date]
[Milestone 2]	[Date]

## 5. Roles & Responsibilities

- **Client:** [Client responsibilities]
- **Service Provider:** [Service provider responsibilities]

## 6. Payment Terms

[Specify payment structure, amounts, due dates, and any invoicing requirements.]

## 7. Acceptance Criteria

- [Describe how deliverables will be accepted and what criteria must be met]

## 8. Assumptions & Constraints

- [List any assumptions or constraints relevant to the project]

## 9. Signatures

Client Representative

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Date: \_\_\_\_\_

Service Provider Representative

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Date: \_\_\_\_\_