

# Statement of Work

[Project Name]

## 1 PROJECT OVERVIEW

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Here, explain what the project is about, who the key persons or companies are, and who is the principal or director of the project. Where is any supplemental information about the project?

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**Project Director**

**Client Point of Contact**

**Contractor Company Name**

**Contractor-Side Emergency  
Contact**

**Client-Side Emergency Contact**

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## 2 PROJECT PURPOSE

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This project has been created to [solve this problem] using the methodologies [describe] for [Client Company] by [Contractor]. Briefly describe the answers to questions such as: What are the objectives, return on investment, and main defining attributes of the project?

## 3 PROJECT SCOPE

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**Work List and Tasks.** Include the exact work which must be done. What systems, hardware, software, operational expenses, capital expenses, time, and personnel are involved?

At the end of each work item, a Deliverable item must be listed.

**[Milestone Name]**

Work Item	Description	Man Hours	Date Complete	Deliverable
1	Completion of contract signing and agreement of RFP	2.5	[date]	RFP, Signed

1.1

1.2

1.3

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[Your Company Name]  
[Date]

**[Milestone Name]**

Work Item	Description	Man Hours	Date Complete	Deliverable
2	Completion of contract signing and agreement of RFP	2.5	[date]	RFP, Signed

2.1

2.2

2.3

**[Milestone Name]**

Work Item	Description	Man Hours	Date Complete	Deliverable
3	Completion of contract signing and agreement of RFP	2.5	[date]	RFP, Signed

3.1

3.2

3.3

**[Milestone Name]**

Work Item	Description	Man Hours	Date Complete	Deliverable
4	Completion of contract signing and agreement of RFP	2.5	[date]	RFP, Signed

4.1

4.2

4.3

[Your Company Name]  
[Date]

**Workflow Explanation.** Include the general steps in a sequential format or Gantt chart, which describes which portions of the work are dependent on one another, and what resources are required for each step.

## 4 PROJECT LOCATION

**Location Description** Describe what type of facilities are there, what equipment is on site, personnel, transportation to site.

<b>Street Address</b>
<b>City, State/Province, Post Code</b>
<b>Country</b>
<b>Coordinates (Lat,Lon)</b>

## 5 PROJECT TIMELINE

For each Deliverable which is listed in the Project Scope, list a target date, No-Delay date, and actual date completed.

Work Item	Target Date	No Delay	Actual	Deliverable
1	[date]	[date]	[date]	RFP, Signed
1.1				
1.2				
1.3				

Work Item	Target Date	No Delay	Actual	Deliverable
2	[date]	[date]	[date]	RFP, Signed
2.1				
2.2				
2.3				

Work Item	Target Date	No Delay	Actual	Deliverable
3	[date]	[date]	[date]	RFP, Signed
3.1				
3.2				
3.3				

Work Item	Target Date	No Delay	Actual	Deliverable
4	[date]	[date]	[date]	RFP, Signed
4.1				
4.2				
4.3				

[Your Company Name]  
[Date]

### Milestones

Milestone	Target Date	No Delay	Actual	Deliverable
1	[date]	[date]	[date]	RFP, Signed
2				
3				
4				

## 6 PROJECT STANDARDS

The contractor shall comply with standards of work to a testing level as defined in the standards. Tasks not listed do not apply to a particular standard but will still be completed to industrial standards and codes.

Standard Name	Applicable Tasks
D.ASTM.11223344	1.1-1.4, 3.1

## 7 PROJECT ACCEPTANCE

The criteria defined below define the performance of the contractor. Goods or services that fall below minimum acceptable criteria will not be deemed acceptable.

Acceptance Testing Name	Applicable Tasks	Test Criteria
ATTD/OAT No. [12345]	1.4	Level 5

### Test Results

Include a summary of testing results for any tests that were performed on the deliverables.

## 8 SPECIAL REQUIREMENTS

**Equipment Required:** List special equipment that is required exclusively to complete the contract.

**Equipment Held:** List equipment that fulfills the requirements.

**Certificates Required:** List any certificates that are required, and the applicable tasks.

**Certificates Held:** List any certificates held by the contractor/vendor(s).

## 9 PROJECT COMPENSATION

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**Payment Summary.** Payments are made (a) on signature of Work Contract, of [amount]; and (b) the completion of milestones [2, 3, and 4] in ramping amounts of [amount, amount, and amount].

**Performance based Payment.**

Any formulae are listed below with for penalties or bonuses, corrections, or other amounts determined by the performance metrics listed in § 6 and § 7.

**Payment Schedule.**

Date	Amount	Milestone	Terms
[date]	[\$amount]	[2]	NET30

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## 10 MISCELLANEOUS

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List any issues that don't fit in the previous clauses of the SOW, like hazard pay, travel, bonuses not listed, emergencies, effects of force majeure, contract breach, addendum, or nullification.

[Your Company Name]  
[Date]

# 11 PROJECT DELIVERABLES AND ACCEPTANCE

*Always consult a lawyer before signing or presenting a legal document.*

The following is a list of all completed project deliverables for convenience, in order of assignment.

No	Date Complete	Name	✓
1.0			
1.1			
1.2			
1.3			
1.4			
2.0			
2.1			
2.2			
2.3			

2.4			
3.0			
3.1			
3.2			
3.4			
4.0			
4.1			
4.2			
4.3			
4.4			

The terms and conditions of this Statement of Work (SOW) hereby are deemed by the responsible parties to be applicable, in full, to the Services, Products, and other Deliverables defined within this document.

The signees agree, acting as legal authorized representatives of the Client and Contractor listed in this document, that the SOW shall be executed, and that this SOW represents the entire list of Works to be performed.

Client Signee Full Name	Contractor/Vendor Signee Name
Client Title	Title
Company Name	Company
Signature	Signature
Date	Date