

Statement of Work

Client: [Client name]

Provider: [Provider name]

Date: [Date]

This Statement of Work ("SOW") is issued under the Master Services Agreement dated [MSA date, e.g., "January 5, 2026"] between Client and Provider, and is governed by its terms.

1. Scope of Work

[Describe the specific project or engagement covered by this SOW — e.g., "development of a customer data dashboard, including 3 report views and a CSV export."]

2. Deliverables

[List concrete deliverables — e.g., "a working dashboard deployed to Client's environment, source code, and a short usage guide."]

3. Timeline

Start date: [Start date]. Completion date: [Completion date]. Milestones: [list milestones with target dates].

4. Fees

Fee Breakdown

Name	Total	
Phase 1: Discovery	\$1,500.00	
Phase 2: Delivery	\$3,500.00	
Subtotal		\$5,000.00
Total		\$5,000.00

Billed [schedule, e.g., "by phase, on completion of each"].

5. Acceptance

Client will review each deliverable within [Number, e.g., 5] business days and either accept it or provide specific feedback for revision.

Signatures

By signing below, each party agrees to these terms.

[Client name] ("Client")

Signature: _____ Printed name: _____ Date: _____

[Provider name] ("Provider")

Signature: _____ Printed name: _____ Date: _____

This template is a general starting point, not legal advice — customize it and have it reviewed for your situation.