

STATEMENT OF WORK TEMPLATE

STATEMENT OF WORK (SOW)

This Statement of Work ("SOW") is entered into by and between the following parties:

Client Name: _____

Client Address: _____

Client Contact Information: _____

Service Provider Name: _____

Service Provider Address: _____

Service Provider Contact Information: _____

Effective Date: _____

1. PROJECT OVERVIEW

The purpose of this SOW is to outline the specific tasks, deliverables, timelines, and responsibilities involved in the project titled: _____ .

2. SCOPE OF WORK

The Service Provider agrees to perform the following tasks:

Task Description: _____

Deliverables: _____

Timeline: _____

Responsibilities: _____

3. DELIVERABLES

The Service Provider shall deliver the following items to the Client:

Deliverable Description: _____

Delivery Date: _____

4. TIMELINE

The project shall commence on the Effective Date and is expected to be completed by:

_____ .

5. PAYMENT TERMS

The Client agrees to pay the Service Provider as follows:

Total Payment Amount: _____

Payment Schedule: _____

Payment Method: _____

Late Payment Penalties: _____

6. CHANGE MANAGEMENT

Any changes to the scope, deliverables, or timeline must be documented and agreed upon in writing by both parties. Such changes shall be appended to this SOW as an amendment.

7. GOVERNING LAW AND JURISDICTION

This SOW shall be governed by and construed in accordance with the laws of the State of _____ . Any disputes arising under this SOW shall be resolved in the courts located in _____ .

8. SEVERABILITY

If any provision of this SOW is found to be invalid or unenforceable, the remaining provisions

shall continue in full force and effect.

9. ENTIRE AGREEMENT

This SOW, along with any attachments or exhibits, constitutes the entire agreement between the parties and supersedes all prior agreements or understandings, whether written or oral, relating to the subject matter herein.

10. NOTICES

All notices required or permitted under this SOW shall be in writing and shall be deemed delivered when delivered in person, sent by email, or mailed by certified mail, return receipt requested, to the addresses listed above.

11. AMENDMENT

This SOW may only be amended by a written agreement signed by both parties.

12. DEFAULT AND REMEDIES

In the event of a default by either party, the non-defaulting party may pursue all remedies available under this SOW and applicable law, including but not limited to, specific performance, damages, and termination of this SOW.

13. TERMINATION

This SOW may be terminated by either party upon written notice if the other party fails to perform its obligations under this SOW and such failure is not cured within thirty (30) days after receipt of written notice. Upon termination, the Service Provider shall be entitled to payment for all work completed up to the date of termination.

14. CONFIDENTIALITY

Both parties agree to maintain the confidentiality of any proprietary or confidential information disclosed during the term of this SOW and thereafter.

15. FORCE MAJEURE

Neither party shall be liable for any failure or delay in performance under this SOW due to circumstances beyond their reasonable control, including but not limited to acts of God, war, terrorism, or natural disasters.

IN WITNESS WHEREOF, the parties hereto have executed this Statement of Work as of the Effective Date.

Client Signature: _____ Date:

Print Name: _____

Service Provider Signature: _____ Date:

Print Name: _____

Witness Signature: _____ Date:

Print Name: _____

Notary Public Signature: _____ Date:

Print Name: _____

Commission Number: _____

My Commission Expires: _____