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STATEMENT OF WORK

COMPANY NAME

Prepared by Optimus Prime

Project Name Name of the project.
Phone number (310-555-5555)
Email address optimusprime@yourfavoritecompany.com

Address 123 South Beach Ave., Los Angeles, CA

Project location Santa Monica Pier

Date August 01, 2024

Introduction

Create a short two-paragraph section summarizing the agreement and project.

Goals of project

Outline the reasons for taking on this project and list its objectives.

Scope of work

Explain the exact details of the project, including:

- **Deliverables.** Share what the client can expect to receive, such as a product, service, or measurable result.
- **Exclusions.** List what the project scope does not cover. Explain how out-of-scope services could incur additional fees.
- **Milestones.** List important due dates for the project.

Estimated costs

- List all expenses in a table with a description of each. Consider costs like software subscriptions, materials, and labor.

Description	Cost
Total	\$\$\$

Pricing and payment terms

Explain pricing plans and payment options here. State which costs the client isn't expected to cover, such as equipment fees or rent.

Project schedule

List a more in-depth explanation of project milestones. Organize the project schedule for easy, at-a-glance project updates. List deliverables and their deadlines, budgets, and who is responsible for each task.

Task	Deadline	Cost



Total cost

Create a statement of work template that updates costs in a table as you go to simplify overall costs. You can also convert your spreadsheet into PDFs using Acrobat.