

BASIC SCOPE OF WORK TEMPLATE

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PROJECT NAME	
COMPANY NAME	
POINT OF CONTACT	
PHONE	
EMAIL	
COMPANY MAILING ADDRESS	
PROJECT LOCATION	
AUTHOR	
DATE	

SCOPE OF WORK

What does the project entail? What are the delivery methods?

PROJECT DELIVERABLES

Note the tangible products / services resulting from this project.

EXCLUSIONS

MILESTONES

DELIVERY DATE	TASK	GOODS REQUIRED	SERVICES REQUIRED

STAKEHOLDERS

ID NUMBER	NAME & TITLE	ROLE / RESPONSIBILITY

ESTIMATED COST

EXPENSE	DESCRIPTION	COST
TOTAL		

PAYMENT TERMS & CONDITIONS

APPROVAL & COMMENTS

PROJECT OWNER	
SIGNATURE	
DATE	
PROJECT MANAGER	
SIGNATURE	
DATE	

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