Scope of work

[Project name] for [client name]. Statement of work [SOW number].

How to use this template: replace every [square-bracket] placeholder, delete the grey guidance notes, and check that the fees match your quote. This template is general information, not legal advice.

1. Parties and reference

Guidance: Who is agreeing to what, and which contract this SOW sits under.

Item	Details
SOW number and version	[SOW-000, version 1]
Date	[date]
Supplier	[your business name, address, company number if a limited company]
Client	[client name and address]
Project name	[short project name]
Quote this SOW prices	[quote number and date]
Contract it sits under	[your terms of business, or the master services agreement dated ...]

2. Background

Guidance: Two or three sentences on the client and why the project exists. Facts only; no promises.

[Who the client is, what they have today and what prompted the project.]

3. Objectives

Guidance: What the client wants the project to achieve. Objectives explain the work; they are not deliverables or guarantees.

- [Objective 1]
- [Objective 2]
- [Objective 3]

4. Scope of work

Guidance: The activities you will carry out, phase by phase. Name quantities: pages, templates, rounds, sessions.

Phase	What we will do	Days
[Discovery]	[activities]	[0]
[Design]	[activities, including the number of revision rounds]	[0]
[Build]	[activities]	[0]
[Content]	[activities]	[0]
[Testing and launch]	[activities]	[0]
Total		**[0]**

5. Deliverables

Guidance: What the client receives, in what form and when. Each deliverable should be something the client can check.

#	Deliverable	Format	Due
D1	[deliverable]	[format]	[date or week]
D2	[deliverable]	[format]	[date or week]
D3	[deliverable]	[format]	[date or week]

6. Out of scope

Guidance: Anything a client could reasonably assume is included but is not. If it was mentioned in a call, list it.

- [Exclusion 1]
- [Exclusion 2]
- [Exclusion 3]

7. Assumptions

Guidance: What your price and timeline depend on. Say what happens if an assumption turns out wrong.

- [Assumption 1]
- [Assumption 2]
- [If an assumption proves wrong: what happens to price and timeline]

8. Client responsibilities

Guidance: What the client must provide or do, by when, and what happens to the timeline if it is late.

- [Responsibility, with a date]
- [Responsibility, with a date]
- [What happens if these are late]

9. Timeline and milestones

Guidance: Key dates, including the client's own. Use weeks from the start date if the start isn't fixed yet.

Milestone	Who	When
[Milestone]	[us or client]	[date or week]
[Milestone]	[us or client]	[date or week]
[Launch or completion]	[us]	[date or week]

10. Acceptance

Guidance: How the client checks each deliverable, how long they have, and when it counts as accepted.

Acceptance criteria: [what each deliverable must do or contain].

Review period: [number] working days from delivery. The client lists any defects in writing. We fix them and redeliver.

A deliverable is accepted when [the client confirms in writing / the review period ends with no defects listed].

Fix period after completion: [number] days for defects against the criteria above.

11. Change control

Guidance: How changes are asked for, priced and agreed. Nothing extra starts until it is agreed in writing.

- Either party can ask for a change in writing (email is fine).
- We reply within [number] working days with the extra days, the cost at [day rate] and the effect on the timeline.
- Work on a change starts only when the client approves it in writing.

12. Fees and payment

Guidance: Match the quote exactly. Show VAT, or write 'Not VAT registered'. Statutory late-payment interest (8% plus Bank of England base rate) applies to business clients only, and not if you set your own late-payment rate here. A consumer client must see the VAT-inclusive total; if the contract is agreed online, by phone or away from your premises, they can usually cancel within 14 days, and you can start inside that period only at their express request (on paper or by email for off-premises contracts). If they then cancel, they pay a proportionate amount for the work done, but only if you told them beforehand about their right to cancel and that they would pay for work done (Consumer Contracts Regulations 2013, regulation 36 and Schedule 2 paragraphs (l) and (n)); otherwise they pay nothing for it. Their right to cancel ends once the work is fully performed at their express request, if they acknowledged they would lose it. Without the cancellation information, the period can run on for up to 12 months.

Payment	Due	Net	VAT	Total
[Deposit]	[on signature]	[£0.00]	[£0.00]	[£0.00]
[Stage payment]	[milestone]	[£0.00]	[£0.00]	[£0.00]
[Final payment]	[milestone]	[£0.00]	[£0.00]	[£0.00]
Total		**[£0.00]**	**[£0.00]**	**[£0.00]**

Pricing basis: [fixed fee for the scope above / day rate of £[0] for [0] days]. Invoices are due within [number] days by bank transfer. [For business clients: late payments carry statutory interest, or: late payments carry interest at [rate]% a year.] [For consumer clients: prices include VAT; cancellation information and early-start request attached.]

13. Ownership of the work

Guidance: Who owns the designs and code, and when. An assignment of copyright must be in writing and signed by the person assigning it.

[On payment in full, we assign to the client the copyright in [the bespoke designs and content we create]. We keep [our pre-existing code, tools and templates], which the client may use under licence for this project. Third-party items such as [themes, plugins, fonts, stock images] remain under their own licences.]

14. Contract and governing law

Guidance: Say which document wins if they disagree, and which law applies. Ask a solicitor if you are unsure.

This SOW is made under [contract name and date]. If this SOW and that contract conflict, [this SOW / the contract] takes priority for [project details / everything else]. This SOW is governed by the law of [England and Wales / Scotland / Northern Ireland]. Prices are [exclusive / inclusive] of VAT.

15. Sign-off

Guidance: Both parties sign, on paper or with an e-signature tool you both agree to use.

	Supplier	Client
Name	[name]	[name]
Role	[role]	[role]
Signature		
Date	[date]	[date]

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