

Statement of Work

Inkly Sample Template | Not Legal Advice

Project Overview

Project Name: [Project Name]

Client: [Client Name]

Service Provider: [Company Name]

Effective Date: [Effective Date]

Estimated End Date: [End Date]

Scope of Work

The following services will be performed by [Company Name] for [Client Name]:

- [Describe deliverable or task 1]
- [Describe deliverable or task 2]
- [Describe deliverable or task 3]

Deliverables

Upon completion, [Company Name] will deliver:

- [Deliverable 1] by [Due Date]
- [Deliverable 2] by [Due Date]

Timeline

Start Date: [Start Date]

Milestones: [Describe key milestones and dates]

Final Delivery: [Final Delivery Date]

Fees and Payment

Total project fee: \$[Amount]

Payment schedule:

- [e.g., 50% due upon signing, 50% upon delivery]

Invoices are due within [Number] days of receipt. Late payments may be subject to a [X]% monthly fee.

Out-of-Scope Work

Any work not described in this Statement of Work is considered out of scope. Additional work requires a written Change Order signed by both parties.

Client Responsibilities

[Client Name] agrees to:

- Provide timely feedback and approvals
- Supply any required materials, assets, or access
- [Any other client obligations]

Confidentiality

Both parties agree to keep confidential any proprietary or sensitive information shared in connection with this project.

Governing Law

This Statement of Work is governed by the laws of the state of [State].

SIGNATURES

[Company Name]

[Client Name]

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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