

# SIMPLE 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
		<b>TOTAL</b>

PAYMENT TERMS & CONDITIONS

APPROVAL & COMMENTS

PROJECT OWNER	
SIGNATURE	
DATE	
PROJECT MANAGER	
SIGNATURE	
DATE	

COMMENTS

## **DISCLAIMER**

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