

CLIENT & PROJECT INFORMATION

ORGANIZATION	
CLIENT NAME	
CLIENT PHONE	
CLIENT EMAIL	
CLIENT MAILING ADDRESS	

PROJECT		
PROJECT NAME		
CLIENT		
BRAND		
PRODUCT		
BEGIN DATE	END DATE	PROJECT DURATION

PROJECT SUMMARY

<i>What Does the Project Work to Achieve?</i>

SCOPE OF WORK

<i>What Does the Project Entail? What Are the Delivery Methods?</i>

CHANGE CONTROL PROCEDURE

Describe the Process Used to Implement Changes to the SOW

AUTHORIZATION

CLIENT SIGNATURE	
CLIENT PRINTED NAME	
CLIENT DATE	
PROVIDER SIGNATURE	
PROVIDER PRINTED NAME	
PROVIDER DATE	

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