STATEMENT OF WORK

Under master service agreement [MSA number]

SOW no.	MSA no.	Starts on	Ends on
Provider	Client	Pricing	Client's project owner

1. Objective

[What this SOW delivers and for whom, in one or two sentences.]

2. Scope

In scope: [what is in scope].

3. Out of scope

[what is out of scope] Anything not listed in clause 2 is out of scope and needs a change request under clause 3 of the MSA.

4. Deliverables, acceptance and milestones

Milestone	Deliverable	Acceptance criteria	Due by	% of fee	Milestone fee
				Total fee before GST	

5. Fees and payment

The fixed fee for this SOW is [fixed fee] before GST, invoiced on acceptance of each milestone at the percentage above. Payment terms are as in clause 4 of the MSA. Expenses for travel outside [city] are reimbursed at cost if approved in writing beforehand.

6. Team and responsibilities

Provider: [the Provider's team]. Client: [what the Client provides, and by when]. Delays caused by late Client inputs move the due dates by the same time.

7. Assumptions

[what the plan assumes] If an assumption proves wrong, either party may raise a change request.

8. Changes to the MSA for this SOW

[None.] / [the clause changed for this SOW only, and how] An SOW changes the MSA only where it names the clause it changes.

9. Change requests

Changes follow clause 3 of the MSA. Each change request records what changes, the effect on the due dates and fees, and who signs it. No change binds either party until it is signed by both.

For the Provider

For the Client