

Appendix B – SAMPLE Statement of Work (SOW)

This Statement of Work* (SOW) is between:

[Name of Organization, Address]

and

[Name of Contractor, Address]

Effective Date: This SOW is effective as of [Month Day, Year].

Scope of Work: This is the area that summarizes the project. Consider adding in the roles and responsibilities of each party.

Delivery Dates: You shall complete the services and/or work by or in accordance with the delivery schedule below.

Deliverable:

Notes:

Payment: Payment of X amount of USD for deliverable completion. Down payment is not available for this project. An interim payment is also not available for this project. (If there were a down payment or incremental payments for incremental work, include notes here.) Final payments to be paid out by [Month Day, Year]. The invoice should reach [Name] no later than [Month Day, Year].

Domestic payments may be paid via check or Paypal. International payments will be paid via Paypal. All domestic contractors must have a completed W-9 on file with [Org] before payment will be made.

Rights, Disclosures, Non-Compete: [Fill in desired information here].

*Please note, this is a loose template and will require more specific text if used.