STATEMENT OF WORK

Under the master agreement named below. Describe results and acceptance criteria, not hours or methods. Yellow cells are yours; the milestone amounts follow the fee.

Client	Example Client, Inc.
Provider	Example Studio LLC
SOW number	SOW-2027-001
Master agreement	Master Services Agreement dated January 4, 2027
Start / end date	February 1, 2027 to May 28, 2027
Total fee	$24,000.00

1. Objective

Launch a new company website that lets prospects request a quote online.

2. In scope

Design of the home page and three page templates; build on the client's hosting account; contact and quote forms; handover training.

3. Out of scope

Copywriting, photography, hosting fees, a blog section, ongoing maintenance.

4. Deliverables and acceptance

#	Deliverable	Acceptance criteria	Owner	Due date
1	Design of home page and 3 templates	Approved in writing by the client's marketing lead	Provider	02/26/2027
2	Site built and tested on staging	All pages pass the agreed test list on desktop and phone	Provider	04/23/2027
3	Launch and handover	Site live on the client's domain; 2-hour training held	Provider	05/28/2027
4				

5. Milestones and payment

#	Milestone	Triggered by deliverable	Due date	% of fee	Amount
1	Design approved	1	02/26/2027	30%	$7,200.00
2	Site built and tested	2	04/23/2027	40%	$9,600.00
3	Launch and handover	3	05/28/2027	30%	$7,200.00
4					
TOTAL			**Adds up to 100%**	**100%**	**$24,000.00**

6. Assumptions and client duties

Client provides texts, logo and photos by February 12, 2027 and answers review requests within 3 business days.

7. Change control

Changes are requested in writing, priced by the provider and start only after the client approves the change order.

8. Sign-off

	Client: name and title	Signature	Date
	Provider: name and title	**Signature**	**Date**

A structural template, not legal advice: liability, confidentiality, IP and termination belong in the master agreement, reviewed by your attorney. Model: FAR 37.602 (performance work statement: results, not hours or methods).