

Statement of Work (SOW) Template

Between [YOUR NAME] ([YOUR BUSINESS]) and [CLIENT NAME] ([CLIENT BUSINESS]).

Project Overview

This Statement of Work covers: [PROJECT SCOPE], to be delivered by the Sender to the Client under the terms below.

Deliverables & Milestones

Deliverables will be provided according to the milestones described in [PROJECT SCOPE], with final delivery expected by [DEADLINE].

Acceptance Criteria

Each deliverable is considered accepted when it meets the requirements described in [PROJECT SCOPE] and the Client has either approved it in writing or not raised concerns within 5 business days of delivery.

Payment Terms

The total fee for this engagement is [TOTAL FEE], payable in milestones tied to the deliverables in [PROJECT SCOPE].

A deposit of [DEPOSIT] is due before work begins. Remaining milestone payments are invoiced as each phase is completed and are due within 7 days of the invoice.

Late payments may accrue a 1.5% monthly late fee, and work on subsequent milestones may be paused until outstanding balances are settled.

Ownership & Intellectual Property

Upon receipt of full payment, all final deliverables produced under this agreement become the property of the Client, who receives full rights to use, reproduce, and modify them for their intended purpose.

Until full payment is received, all work product remains the property of the Sender. The Sender retains the right to display the work in their portfolio and marketing materials unless the Client requests otherwise in writing.

Any third-party assets used (fonts, stock media, libraries) remain subject to their own original licenses.

Confidentiality

Both parties agree to keep confidential any non-public business, technical, or financial information shared during this engagement, and to use it only for the purpose of completing the work described in [PROJECT SCOPE].

This obligation survives the completion or termination of this agreement and continues for 2 years afterward.

Termination

Either party may terminate this agreement with 14 days' written notice. If the Client terminates before completion, the Sender will be paid for all work completed up to the termination date, and the deposit is non-refundable.

If the Sender terminates, any portion of the deposit exceeding the value of work already completed will be refunded to the Client within 14 days.

Limitation of Liability

The Sender's total liability under this agreement is limited to the total fees paid by the Client. Neither party is liable for indirect, incidental, or consequential damages arising from this engagement.

Governing Law & Entire Agreement

This agreement is governed by the laws of [GOVERNING LAW], without regard to conflict-of-law principles.

This document represents the entire agreement between the parties regarding [PROJECT SCOPE] and supersedes any prior discussions or proposals. Any changes must be made in writing and agreed to by both parties.

By signing below, both parties confirm they have read, understood, and agree to the terms above.

[YOUR NAME] — Signed: _____ Date: _____

[CLIENT NAME] — Signed: _____ Date: _____