**Simple Statement of Work Template**

**Project Title: «ProjectTitle»**

**SOW Version: «SOWVersion»**

**Effective Date: «EffectiveDate»**

**Parties Involved:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client:** | | **Contractor / Supplier:** | |
| **Name:** | **«ClientName»** | **Name:** | **«SupplierName»** |
| **Address:** | **«ClientAddress»** | **Address:** | **«SupplierAddress»** |
| **Phone:** | **«ClientPhone»** | **Phone:** | **«SupplierPhone»** |
| **Email:** | **«ClientEmail»** | **Email:** | **«SupplierEmail»** |

**Scope of Work:**  
«ScopeOfWork»

**Project Milestones and Deliverables:**

|  |  |
| --- | --- |
| **Milestone «MileStoneNumber»:** | «MileStoneName» - «MileStoneDate» |

|  |  |
| --- | --- |
| **Deliverable «DeliverableNumber»** | «DeliverableName» |

**Payment Terms:**  
«PaymentTerms»

**Responsibilities:**

**Client:**

«ClientResponsibilities»

**Contractor:**

«ContractorResponsibilities»

**Equipment and Materials:**

|  |
| --- |
| «EquipmentAndMaterials» |

**Terms and Conditions:**

«TermsAndConditions»

**Termination:**  
«Termination»

**Confidentiality:**  
«Confidentiality»

**Governing Law and Dispute Resolution:**  
«GoverningLawAndDisputeResolution»

**Signatures:**

|  |  |  |  |
| --- | --- | --- | --- |
| [Anna Martinez] |  |  | [Solar Tech Solutions LLC] |
| **Client** | | **Contractor** | |
| [DD/MM/YYYY] | | [DD/MM/YYYY] | |

**Attachments (if any):**