|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Definition** | | | | | | | | **Scope of Work Template** | | |
|  | | | | | | | | **Page 1 of 1** | | |
| **1.1 Client and Project Information** | | | | | | | | | | |
| *Name of Client/Organization* | | | | | *Name of Project* | | | | | |
|  | | | | |  | | | | | |
| *Name of Contact Person* | | | | | *Project Location* | | | | | *Project No.* |
|  | | | | |  | | | | |  |
| *Contact’s Mailing Address* | | | | | *City* | | | | *Province* | |
|  | | | | |  | | | |  | |
| *City* | | *Province* | | *Postal Code* | *E-mail Address of Contact Person* | | | | | |
|  | |  | |  |  | | | | | |
| *Telephone Number* | | | *Ext.* | | *Fax Number* | | | | | |
|  | ***-*** | |  | |  | ***-*** | | | | |
| **1.2 Project Description:** | | | | | | | | | | |
| **1.3 Architect Selection Process:** | | | | | | | | | | |
| **1.4 Pre-design work completed to date *(or)* required:** | | | | | | | | | | |
| **1.5 Timeline of Project:** | | | | | | | | | | |
| Start Design Work:  ***, 201******0*** | | | Start Construction:  ***201******0*** | | | | Planned Occupancy Date:  ***, 201******0*** | | | |
| **1.6 Approval Requirements:** | | | | | | | | | | |
| **1.7 Additional Requirements and /or Conditions:** | | | | | | | | | | |

**Scope of Work**

***General Objective***

* 1. **Project Definition**

**1.2 Description of Project:**

**1.3 Architect Selection Process:**

**1.4 Pre-Design Work completed to date *(or)* required:**

* 1. **TimeLine**

* 1. **Approval Requirements**

**1. 7 Additional Requirements and/or Conditions:**