

# STATEMENT OF WORK (SOW)

## Project: Real Estate Accounts Digitization System

Prepared by: [Your Company Name]

Date: November 11, 2025

Version: 1.1

## 1. Parties Involved

### Client

Company: [Client Company Name]

Contact: [Client Representative Name, Title] Contact: [Your Name], Founder & Senior Software Engineer

Email: [client@email.com]

Phone: [client phone]

### Service Provider

Company: [Your Company Name]

Email: [your@email.com]

Phone: [your phone]

## 2. Project Overview

Following our meeting on [Meeting Date], **[Your Company Name]** will design, develop, and deploy a **web-based Accounting and Financial Management System** for the client's Real Estate business operations in Bangladesh.

The system will manage all financial operations related to land projects—client installments, land purchase, salary expenses, refunds, cheque tracking, notifications, and bank/cash reconciliation.

### System Roles:

- System Admin
- Accounts Manager
- HR Head / Head of Finance

## 3. Client Requirements

#	Requirement
1	<b>Client &amp; Land Management</b> — Full client master data, RS (Dag) number-based land allocation, remaining land tracking
2	<b>Plot Inventory System</b> — Track available/sold plots, auto-update from RS allocations
3	<b>Installment Scheduling</b> — Auto-generate payment plans with due dates, penalties, and reminders
4	<b>Receipt &amp; Payment Tracking</b> — Booking, installments, handover, registration with approval chain
5	<b>Booking Cancellation Workflow</b> — Refund calculation with configurable office charge (%)
6	<b>Expense Management</b> — Categorized company expenses (land purchase, utilities, stationery, etc.)
7	<b>Employee Cost Tracking</b> — Per-employee salary, commission, fuel, reimbursement, and deduction records
8	<b>Multi-Bank Management</b> — Multiple bank accounts + cash-in-hand with consolidated balance
9	<b>Cheque Register</b> — Track post-dated and current cheques with alerts for due/overdue
10	<b>Automated Notifications</b> — SMS alerts for due payments, received installments, and cheque reminders
11	<b>Bulk Messaging</b> — Send custom/broadcast SMS for due reminders or announcements
12	<b>Approval Workflow</b> — Multi-level approvals for transactions and edits
13	<b>Data Migration Module</b> — Import historical records (2017–2025) with validation
14	<b>Financial Reporting Suite</b> — Ledger, Trial Balance, P&L, Balance Sheet, Receipts & Payments
15	<b>Dashboard &amp; KPIs</b> — Summary of collections, expenses, outstanding dues, refunds
16	<b>Audit Log &amp; Access Control</b> — Track every change and action by user role

## 4. Scope of Work & Delivery Timeline

Phase	Activities	Deliverables	Estimated Duration
Phase 1	Master setup for land, client, RS number tracking, and installment schedule	Master data module, RS-wise land balance view	4 weeks
Phase 2	Collections & Receipts (booking, installment payments, approval workflow)	Receipt workflow, automated SMS, collection reports	4 weeks
Phase 3	Expenses, refunds, and payroll integration	Expense dashboard, refund workflow, employee cost module	4 weeks
Phase 4	Cheques, reports, dashboards, and QA testing	Cheque alerts, ledgers, dashboards, and final deployment	4 weeks

**Total Project Duration:** 4 months from SOW signing and initial payment.

*Timeline assumes client feedback within 3 business days per milestone.*

## 5. Cost Breakdown

Item	Description	Cost (BDT)
Core System Development	Land/RS tracking, accounting workflows, receipts, expenses, cheques, reports, SMS integration	460,000
Data Migration (Optional)	Data import, validation & verification (2017–2025)	60,000
Setup, Training & Deployment	AWS setup, domain, SSL, and user training	40,000
<b>Total (with Migration)</b>		<b>560,000 BDT</b>
<b>Total (without Migration)</b>		<b>500,000 BDT</b>

*If the client provides cleaned and validated data in the provided Excel template, migration charges may be reduced accordingly.*

## Monthly Service Cost

Item	Description	Cost (BDT)
AWS Hosting	EC2, S3, Storage	~20,000
SMS Gateway	3,000 masked SMS/month	~1,000
<b>Total Monthly Cost</b> (First month free)		<b>21,000 / month</b>

## 6. Payment Schedule

Installment	Trigger	Amount (BDT)
30%	Upon SOW signing	150,000
40%	After Phase 2 completion	224,000
30%	Upon project delivery & training	186,000

*Payments via bank transfer within 7 days of invoice.*

## 7. Assumptions

- Client will provide: project names, RS Number data, branding assets, and SMS gateway credentials (if applicable).
- All modules in English (Bangla optional for SMS).

- One client representative for feedback.
  - No major scope changes without written approval.
  - Historical data will be provided in predefined Excel format.
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## 8. Change Request Process

Any scope, cost, or timeline modification must be:

1. Submitted in writing by either party.
  2. Reviewed and quoted within 48 hours.
  3. Approved via a signed addendum.
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## 9. Acceptance & Signatures

This SOW is valid for **15 days** from the date above.

Client	Service Provider
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Name: _____	Name: [Your Name]
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Title: _____	Title: Founder
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Signature: _____	Signature: _____
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Date: _____	Date: _____
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**Prepared by:**

[Your Name]

Founder & Senior Software Engineer

[Your Company Name]

[Email] | [Phone]