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Version: Draft

1. CONTRACTING PARTIES & SOW REFERENCE

SOW reference number

Effective date

Term (start !' end)

Buyer (legal entity, address)

Seller (legal entity, address)

Master Services Agreement ref.

Project / programme linkage

2. BACKGROUND & PURPOSE

Explain why the engagement is required, the business context, and the broader project this SOW supports. Reference the authorising charter, budget envelope, and any regulatory drivers.

3. SCOPE OF WORK

3.1 In scope (services to be performed)

3.2 Out of scope

3.3 Assumptions

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4. DELIVERABLES

ID	Deliverable	Acceptance criteria	Due date	Format / media
D-01				
D-02				
D-03				
D-04				
D-05				
D-06				
D-07				
D-08				

5. SCHEDULE & MILESTONES

Milestone	Target date	Owner	Dependency

6. SERVICE LEVELS & PERFORMANCE STANDARDS

State response times, report quality criteria, availability of key personnel, and confidentiality standards. Include any KPIs with remedies.

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7. PRICING & PAYMENT TERMS

7.1 Price type and total

Price type (FFP / T&M / T&M-cap)

Total contract value

Currency

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Taxes

Invoicing instructions

7.2 Payment schedule

#	Trigger / deliverable	% of total	Amount	Net terms
1				
2				
3				
4				
5				

8. ROLES & RESPONSIBILITIES

Role	Buyer responsibility	Seller responsibility	Contact

9. ACCEPTANCE PROCEDURE

Describe how each deliverable is reviewed, the acceptance SLA, remedies for rejection, and the dispute-resolution path.

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10. CHANGE CONTROL

Document how scope, schedule, or price changes are proposed, estimated, approved (signed amendment), and incorporated into this SOW.

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11. KEY PERSONNEL

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Name the lead consultants whose substitution requires Buyer approval. Include role, seniority, and % allocation.

Name	Role	Seniority / cert.	Allocation

12. CONFIDENTIALITY, IP, DATA HANDLING & SECURITY

State non-disclosure obligations, ownership of work product, handling and destruction of Buyer data, approved secure channels, and any regulatory constraints (PII, financial data).

13. WARRANTIES & LIABILITY

State professional-services warranty, re-performance remedy, and limitation of liability (cap, carve-outs).

14. TERMINATION

For convenience (notice period) and for cause (material breach, cure period). Effect on accrued fees and work in progress.

15. GOVERNING LAW, DISPUTE RESOLUTION & JURISDICTION

Governing law

Dispute resolution forum

Exclusive jurisdiction

APPROVALS

Procurement Statement of Work

TEMPLATE (BLANK)

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For Buyer

Signature

Date

Buyer — Legal / Procurement

Signature

Date

For Seller

Signature

Date

Seller — Authorised Signatory

Signature

Date

