

# SCOPE OF WORK (SOW) TEMPLATE

## 1. PROJECT INFORMATION

Project Name:

Client Name:

Client Contact Information:

Project Address:

Tradie/Contractor Name:

Business Name:

Licence Number:

Contact Information:

Date of Agreement:

## SCOPE OF WORK

**Project Overview**

### Work Description

### Materials & Equipment

Materials Supplied by Tradie:

Materials Supplied by Client:

### Exclusions (Work NOT included in this agreement)

### Compliance & Safety

[Specify relevant industry regulations, permits, and safety protocols]

## DELIVERABLES & TIMELINE

Key Milestones & Deadlines

### Type a question

| Task/Phase | Completion Date |
|------------|-----------------|
|            |                 |
|            |                 |
|            |                 |

### Work Schedule

Start Date:

Expected Completion Date:

Estimated Work Hours:

### Completion Criteria

[Define what marks the project as 'completed']

## PAYMENT TERMS

### Pricing & Cost Breakdown

|                  |  |
|------------------|--|
| Description      |  |
| Labour           |  |
| Materials        |  |
| Friendliness     |  |
| Additional Costs |  |
| Total Cost       |  |

### Payment Schedule

|                  | Amount (AUD) | Due Date |
|------------------|--------------|----------|
| Deposit          |              |          |
| Progress Payment |              |          |
| Final Payment    |              |          |

### Accepted Payment Methods:

- Bank Transfer
- Cash
- Cheque
- Other

### Late Payment Policy:

## VARIATIONS & CHANGE ORDERS

### Process for Change Requests:

Describe how additional work or changes are handled

### Cost Adjustments:

Specify approval process for extra charges

## 6. WARRANTIES & GUARANTEES

### Workmanship Warranty:

Duration and coverage

### Product Warranties:

List of any manufacturer warranties

## 7. DISPUTE RESOLUTION

### Issue Resolution Process:

Steps for addressing disputes or defects

### Legal Jurisdiction:

Specify applicable laws and governing region

## 8. SIGNATURES & ACCEPTANCE

By signing this document, both parties acknowledge and agree to the outlined Scope of Work.

Name:

Signature:

Date:

Tradie/Contractor Signature

Name:

Signature:

Date: