

Scope of Work Template

Set clear expectations. Avoid costly scope creep.

Everything experienced ops managers know to include
— before work begins.

 LEGAL DISCLAIMER

This template is for informational purposes only and does not constitute legal advice. Consult a licensed attorney before use in a business context.

8

Pages

7

Sections included

<30min

To complete

Every section that experienced operations managers know to include.



Master SOW Template

8 pages, fully editable in PDF and Word format. Professional structure counterparties expect to see.



Deliverables Table

Project deliverables with acceptance criteria fields — no more ambiguous "done" definitions.



Timeline & Milestones

Milestone section with dependency tracking — makes it clear when each deliverable is due and what depends on what.



Change Order Request Form

The single most valuable document in any vendor relationship. Captures scope changes before they become disputes.



Payment Schedule Section

Invoice trigger definitions tied to milestones — so payment terms are objective, not subjective.



Out-of-Scope Clause Examples

Pre-written out-of-scope language for common scenarios — what to use and how to phrase it.



SOW vs. Contract Addendum Guidance Note

When to use a standalone SOW, when to attach it as a contract addendum, and how to reference it correctly in your master agreement.

From vendor agreement to signed SOW in under 30 minutes.

1

Fill in the project information header

Company names, project name, effective date, and the primary contact on both sides. This is legally significant — use exact legal entity names.

2

Define deliverables with acceptance criteria

The most important section. For each deliverable, write what "done" looks like objectively — not "a report" but "a 10-page PDF report with sections X, Y, Z."

3

Set the timeline and payment triggers

Link invoice triggers to milestone completions, not calendar dates. "Invoice due upon acceptance of Phase 1 deliverables" beats "Invoice due October 15."

4

List what's explicitly out of scope

Use the out-of-scope clause examples provided. If it's not in the deliverables and not listed as out of scope, it's ambiguous — and ambiguity costs money.

5

Get both parties to sign before work begins

A SOW isn't protection until it's signed. Use e-signature (DocuSign, Adobe Sign) for speed. Keep a countersigned copy on file.



A well-written SOW prevents 90% of vendor disputes.

Open the Word doc or PDF, fill in your project details,
and have a professional Scope of Work ready to send in
under 30 minutes.

More business agreement templates
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