

SCOPE OF WORK

{{PROJECT_NAME}} · {{CLIENT_NAME}} and {{FREELANCER_BUSINESS}}

Field	Value
Project	{{PROJECT_NAME}}
Client	{{CLIENT_NAME}}
Freelancer	{{FREELANCER_NAME}}, {{FREELANCER_BUSINESS}}
Document version	{{SOW_VERSION}}
Date	{{SOW_DATE}}
Related agreement	{{CONTRACT_REFERENCE}}

1. Project overview

{{PROJECT_OVERVIEW}}

2. Objectives

This project is complete when it has achieved the following.

1. {{OBJECTIVE_1}}
2. {{OBJECTIVE_2}}
3. {{OBJECTIVE_3}}

3. Included scope

The following work is included in the agreed price.

- {{INCLUDED_1}}
- {{INCLUDED_2}}
- {{INCLUDED_3}}
- {{INCLUDED_4}}

4. Deliverables

Deliverable	Included?	Acceptance criteria	Due date
Homepage design	Yes	Desktop and mobile layouts approved in writing	15 Oct
Product page templates (3)	Yes	Three approved layouts, all states shown	22 Oct
Responsive build of approved designs	Yes	Renders correctly at 375px and 1440px in current Chrome, Safari and Firefox	5 Nov
Copywriting	No	Out of scope — client supplies final copy	—

{{DELIVERABLE_5}}

{{INCLUDED_5}} {{CRITERIA_5}}

{{DUE_5}}

A deliverable is accepted when its acceptance criteria are met and the named approver confirms in writing.

5. Detailed requirements

{{DETAILED_REQUIREMENTS}}

Use this section for anything that would otherwise be assumed: page counts, breakpoints, file formats, browser support, accessibility level, integrations, performance targets. On a small project, delete it.

6. Milestones and timeline

Milestone	What must be true	Target date
M1 — Discovery complete	Requirements agreed and signed off	{{MILESTONE_1_DATE}}
M2 — Design approved	All design deliverables accepted	{{MILESTONE_2_DATE}}
M3 — Build complete	Build deliverables accepted on staging	{{MILESTONE_3_DATE}}
M4 — Launch	Live, handover documentation delivered	{{MILESTONE_4_DATE}}

Dates assume the project starts on {{START_DATE}} and that each approval arrives within {{FEEDBACK_DAYS}} working days.

7. Dependencies

Progress on this project depends on the following being available when needed.

- Final copy and imagery for every page in scope.
- Access to {{SYSTEM_NAME}} with sufficient permissions to deploy.
- Brand guidelines, or a decision that none exist.
- {{DEPENDENCY_4}}

Where a dependency arrives late, the affected dates move by at least the length of the delay. The revised dates are confirmed in writing.

8. Client responsibilities

- Nominate **{{APPROVER_NAME}}** as the single person who can give final approval.
- Provide feedback within **{{FEEDBACK_DAYS}}** working days of each delivery, consolidated into one response.
- Supply the materials listed under Dependencies by **{{ACCESS_DATE}}**.
- Attend the agreed review sessions, or send someone who can decide.

9. Freelancer responsibilities

- Deliver each item listed above to its acceptance criteria.
- Report progress **{{REPORT_FREQUENCY}}**, including anything at risk.
- Raise a change request before starting any work not described in this document.
- Flag any dependency that is late as soon as it is late, not at the deadline.

10. Revision allowance

Each deliverable includes **{{REVISION_ROUNDS}}** rounds of revisions. A round is one consolidated set of feedback and the changes made in response to it. Feedback arriving in several separate messages is treated as one round where it arrives inside the same review window.

Revisions beyond the allowance, and any change to a deliverable that has already been accepted, are handled as a change request.

11. Acceptance

A deliverable is accepted when **{{APPROVER_NAME}}** confirms in writing that its acceptance criteria are met, or when **{{ACCEPTANCE_DAYS}}** working days have passed since delivery with no written response.

12. Communication

Field	Value
Main channel	{{COMMUNICATION_CHANNEL}}
Progress updates	{{REPORT_FREQUENCY}}
Response time	Within {{RESPONSE_DAYS}} working days, during {{WORKING_HOURS}}
Approvals	In writing, from {{APPROVER_NAME}}

13. Change control

A request that changes the agreed deliverables, quantity, complexity or timeline is evaluated for additional time, cost and delivery impact before work begins.

1. The request is described in writing, by either party.
2. The additional effort, cost and schedule impact are estimated and sent to **{{APPROVER_NAME}}**.

3. Work on the change starts only once it is approved in writing.
4. The approved change is attached to this document and its dates replace the dates above.

Not included unless added through a written change request

Anything not described in this document is outside the agreed scope. That is not a refusal — it is how additional work gets estimated and paid for rather than absorbed.

14. Explicit exclusions

The following are specifically not included in this project.

- Copywriting and content production.
- Ongoing maintenance, hosting or support after handover.
- Third-party licences, subscriptions and stock media.
- Work on systems or pages not listed in the deliverables table.
- {{EXCLUSION_5}}

15. Definition of complete

This project is complete when every deliverable marked Included above has been accepted under section 11, the handover items have been provided, and the final invoice has been issued.

16. Approvals

Both parties confirm that this document describes the work to be done.

For {{CLIENT_NAME}}

For {{FREELANCER_BUSINESS}}

Signature

Signature

Name

Name

Date

Date

This template describes a working process. It is not legal advice, and it does not replace a contract — see the Freelance Contract Template for that.