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WEB DESIGN SCOPE OF WORK TEMPLATE

SOW VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

CLIENT & PROJECT INFORMATION

ORGANIZATION			
CLIENT NAME			
CLIENT PHONE			
CLIENT EMAIL			
CLIENT MAILING ADDRESS			
PROJECT			
PROJECT NAME			
CLIENT			
BRAND			
PRODUCT			
BEGIN DATE		END DATE	PROJECT DURATION
PROJECT SUMMARY			
	What Does the Proje	ect Work to Achieve?	
	What Boes me Froje	ter work to Actileve.	
SCOPE OF WORK			
What Doe	es the Project Entail?	What Are the Delivery Method	ds?

PROJECT DELIVERABLES

ACTIVITY	DESCRIPTION / LINKS
THEME DEVELOPMENT	
DESIGN ELEMENTS	
HOST / DOMAIN SETUP	
FEATURE LIST	
PAGE LIST	
CONTENT INCLUSION	
PLATFORM TESTING	
BETA TESTING	
MILESTONES	
EST DELIVERY DATE	PROJECT MILESTONE TITLE

DELIVERABLES & DELIVERY SCHEDULE	
DELIVERABLE DESCRIPTION	DUE DATE

COST

RATE SCHEDULE		
ESTIMATED COST	DELIVERY SCHEDULE	DESCRIPTION
PAYMENT TERMS		
COMPLETION DATE	PAYMENT DUE	PHASE / WORK DESCRIPTION

POINTS OF CONTACT

NAME / TITLE	CONTACT INFORMATION

ASSUMPTIONS

List All Made Assumptions		

CHANGE CONTROL PROCEDURE

PROVIDER DATE

Describe the Process Used to Implement Changes to the SOW		
AUTHORIZATION		
CLIENT SIGNATURE		
CLIENT PRINTED NAME		
CLIENT DATE		
PROVIDER SIGNATURE		
PROVIDER PRINTED NAME		

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