STATEMENT OF WORK (SOW)

SOW Number: [SOW-001]

Effective Date: [DATE]

Related Agreement: This Statement of Work is issued under, and incorporated by reference into, the Service Agreement dated **[AGREEMENT DATE]** between Bethalink and **[CLIENT NAME]** ("Agreement"). In the event of a conflict between this SOW and the Agreement, this SOW shall govern with respect to the engagement described herein.

Parties

Provider: Bethalink

Represented by: [SOLE REPRESENTATIVE NAME]

Email: hello@bethalink.com

Client: [CLIENT FULL NAME / COMPANY NAME]

Represented by: [CLIENT CONTACT NAME]

Email: [CLIENT CONTACT EMAIL]

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1. Project Overview

[Brief 2-3 sentence description of the project, its purpose, and the business problem it addresses.]

2. Scope of Work

The Provider shall perform the following Services:

#	Task / Activity	Description
1	[Task name]	[Description]
2	[Task name]	[Description]
3	[Task name]	[Description]

3. Deliverables

Deliverable	Description	Format	Due Date
[Deliverable 1]	[Description]	[e.g., PDF, source code, hosted app]	[Date]
[Deliverable 2]	[Description]	[Format]	[Date]

4. Out of Scope

The following items are explicitly **excluded** from this SOW unless agreed via a written

change order:

- [Item 1]
- [Item 2]
- [Item 3]

5. Timeline and Milestones

Milestone	Description	Target Date
Kickoff	Project start, requirements confirmed	[Date]
Milestone 1	[Description]	[Date]
Milestone 2	[Description]	[Date]
Final Delivery	Final handover and acceptance	[Date]

Estimated Duration: [X weeks/ months]

6. Roles and Responsibilities

Bethalink (Provider) will:

- [Responsibility 1]
- [Responsibility 2]

Client will:

- [Responsibility 1 — e.g., provide timely feedback within X business days]
- [Responsibility 2 — e.g., provide access to systems/content/assets]

7. Fees and Payment Schedule

Total Fee: [Amount and currency]

Payment Schedule:

Milestone / Trigger	% of Total	Amount	Due
Upon signature	[X]%	[Amount]	[Date/condition]
Upon Milestone 1 completion	[X]%	[Amount]	[Date/condition]
Upon final delivery	[X]%	[Amount]	[Date/condition]

Payment Method: [Bank transfer / Mobile money / Other]

Payment Terms: Invoices due within [NUMBER] days of receipt.

8. Acceptance Criteria

Deliverables will be considered accepted if the Client does not provide written objections, specifying the reasons in detail, within **[NUMBER]** business days of delivery. If objections are raised, the Provider will address them within a reasonable timeframe before resubmitting for acceptance.

9. Change Management

Any changes to the scope, timeline, or fees described in this SOW must be agreed upon in writing by both Parties via a signed Change Order before being implemented.

10. Assumptions and Dependencies

- [Assumption 1 — e.g., Client will provide brand assets within 5 business days of kickoff]
- [Assumption 2]
- [Dependency 1 — e.g., access to third-party APIs/services]

11. Term of This SOW

This SOW becomes effective upon signature by both Parties and remains in force until all deliverables are completed and accepted, or until terminated in accordance with the Agreement.

Signatures

For Bethalink (Provider)

Name: _____

Title: Sole Representative

Email: hello@bethalink.com

Date: _____

Signature: _____

For [CLIENT NAME] (Client)

Name: _____

Title: _____

Email: _____

Date: _____

Signature: _____

This is a general-purpose template. It should be reviewed by a qualified lawyer in your jurisdiction before use, as it does not constitute legal advice.