

YOUR BUSINESS NAME

SCOPE OF WORK

SCOPE NO.

DATE

ATTACHED TO CONTRACT DATED

CONTRACTOR

CLIENT

JOB ADDRESS

START DATE

COMPLETION DATE

1. WORK INCLUDED

Write exclusions as specifically as inclusions. Common ones: permits and fees, engineering, disposal of existing material, asbestos or lead remediation, repair to framing or substrate discovered behind existing finishes, landscaping reinstatement, appliance supply, final cleaning, and anything requiring a trade not listed above.

2. BASIS OF PRICING

CONTRACT PRICE

PRICING BASIS

3. WORK EXCLUDED

Anything not written in the work included section is excluded. The parties agree that a reasonable reading of the included work does not extend it by implication, and that discovered conditions are handled as a change order.

4. WHO SUPPLIES WHAT

The contractor supplies all labor, material, tools and equipment necessary for the included work unless a line below says otherwise. Client supplied items must be on site before the start date, and delay caused by late client supplied items extends the completion date.

5. SITE CONDITIONS AND ACCESS

The client provides clear access, working power and water, and a place to stack material and park. The scope assumes the site is available during normal working hours and that the areas of work are cleared of furniture and personal property before the start date.

6. PERMITS AND INSPECTIONS

The scope states which permits the contractor will pull. Any permit, fee, engineering report or inspection not listed is the client's responsibility, and work stops if an inspection fails for a reason outside the contractor's work.

7. DISCOVERED CONDITIONS

If concealed conditions are found that differ materially from what was visible at the time of pricing, the contractor stops that portion of the work and issues a change order before continuing. Examples include rot, undersized framing, failed waterproofing, unpermitted prior work, and utilities in unexpected locations.

8. MILESTONES AND SEQUENCE

The milestones listed with this scope are the order the work will be performed in and the points at which progress payments become due. Trades not under the contractor's control are sequenced on a best efforts basis.

9. CLEAN UP AND COMPLETION

The contractor removes its own debris and leaves the work area broom clean at completion. Final cleaning, carpet cleaning and restoration of landscaping are excluded unless listed in the included work.

SIGNATURES

Contractor

Client

Print name and date

Print name and date

A scope of work is normally an exhibit to a contract rather than a contract on its own. Attach it to your agreement and reference it by date. This template is general information and not legal advice.