

# Scope of Work

A detailed list of deliverables, exclusions, revision limits, and acceptance criteria that attaches to a service contract and stops scope creep.

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## 1. Project reference

Ties the scope to the main agreement or quotation by name and date, so the two documents read as one.

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## 2. Deliverables

Itemizes each output with quantity and format — five page designs, thirty edited photos, one installed cabinet set — leaving no room for interpretation.

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## 3. Exclusions

Lists foreseeable requests that are not included, which is the clause that saves the most arguments per line of text.

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## 4. Revisions

Defines how many revision rounds each deliverable includes and what counts as a round versus new work.

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## 5. Timeline and order

Sets delivery dates or the sequence of milestones, including which items unlock which payments.

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## 6. Client responsibilities

Records the content, access, and approvals the client must supply, and states that late input shifts the timeline.

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## 7. Acceptance

Explains how each deliverable is confirmed as done — for example, written approval within five working days, silence counting as acceptance.

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## 8. Changes

Routes any addition or swap through a written change request with an agreed price, typically documented as a contract amendment.

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Signatures — A

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Signatures — B

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Witness signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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