**[A green sign with white text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11888&utm_source=template-word&utm_medium=content&utm_campaign=General+Scope+of+Services-word-11888&lpa=General+Scope+of+Services+word+11888)GENERAL SCOPE   
OF SERVICES TEMPLATE**

|  |  |
| --- | --- |
| **PROJECT NAME** | Name |
| **COMPANY NAME** | Name |
| **PROJECT MANAGER** | Name |
| **PHONE** | (000)-000-0000 |
| **EMAIL** |  |
| **COMPANY MAILING ADDRESS** | Address, City, State ZIP |
| **PROJECT LOCATION** | Location |
| **CLIENT NAME** | Name |
| **DATE** | MM/DD/YY |

|  |
| --- |
| PURPOSE |
| Briefly describe the purpose and context of the document. |
| SCOPE OVERVIEW |
| Provide an overview of the project or contract. Define the overarching goals and objectives. |
| SCOPE DESCRIPTION |
| Specify the types of services to be provided in detail. Clarify any exclusions or limitations. |
| SERVICES PROVIDER RESPONSIBILITIES |
| List the responsibilities of the service provider / contractor. Include tasks, deliverables, and timelines. |
| PERFORMANCE STANDARDS |
| Define the quality and performance standards expectations. Specify key performance indicators (KPIs) or metrics. |

|  |  |  |
| --- | --- | --- |
| METHODOLOGIES AND APPROACHES | | |
| Explain the methodologies, tools, and approaches to be used. Provide any relevant technical information. | | |
| COMPLIANCE AND REGULATIONS | | |
| Highlight any regulatory or compliance requirements. Specify how these will be addressed and adhered to. | | |
| PROJECT TIMELINE | | |
| *Present a timeline or schedule of when services will be delivered.* | |  |
| **DELIVERY DATE** | **TASK** | **SERVICES REQUIRED** |
| MM/DD/YY |  |  |
| MM/DD/YY |  |  |
| MM/DD/YY |  |  |
| MM/DD/YY |  |  |
| MM/DD/YY |  |  |
| COMMUNICATION AND REPORTING | | |
| Describe how communication will occur between parties. Outline the reporting frequency and format. | | |

|  |  |  |
| --- | --- | --- |
| CHANGE MANAGEMENT | | |
| Explain the process for handling changes to the scope or services. | | |
| PAYMENT AND COMPENSATION | | |
| Detail the payment terms, rates, and invoicing procedures. | | |
|  |  |  |
| **ESTIMATED COST** | | |
| **EXPENSE** | **DESCRIPTION** | **COST** |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **TOTAL** | |  |
| TERMS AND CONDITIONS | | |
| Include any legal or contractual terms and conditions. Address disputes, resolutions, and termination clauses. | | |
| APPENDICES | | |
| Attach any additional documents or reference materials. | | |
| SIGNATURES | | |
| **PROJECT MANAGER** |  | |
| **SIGNATURE** |  | |
| **DATE** | MM/DD/YY | |
| **CLIENT** |  | |
| **SIGNATURE** |  | |
| **DATE** | MM/DD/YY | |

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |