**GENERAL SCOPE
OF SERVICES TEMPLATE**

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| **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 |

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| 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. |

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| 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. |

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| CHANGE MANAGEMENT |
| Explain the process for handling changes to the scope or services. |
| PAYMENT AND COMPENSATION |
| Detail the payment terms, rates, and invoicing procedures. |
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| **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 |

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