Example company inc.  
scope of services

Project Name

Project Description

Provide a short description of the project and an explanation of the client's need for the product or service.

Scope of Services

Example Company will provide the following Specified Services or Product Specifications for the Project as described below.

1. Administrative
   1. This task includes all efforts to complete the project with regard to project administration, such as project initiation, project management, project scheduling, monthly progress meetings and/or reports, and invoicing.
2. Task Two
3. Task Three
4. Task Four

Assumptions

Mention things that might happen that you might need additional money for and are not included in the scope of work.

Deliverables

Describe the services delivered or quantity of the product.