

Statement of Work

[Client Name] – [Engagement Name]



Client: [Client Legal Name]

Provider: Project Lavos LLC

Effective Date: [YYYY-MM-DD]

Term: [e.g. 8 weeks / through 2026-08-31]

2026-05-30

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1 Parties

This Statement of Work (the “SOW”) is entered into as of [YYYY-MM-DD] (the “Effective Date”) by and between the parties identified below, and is governed by the Master Services Agreement (the “MSA”) executed between the parties on [YYYY-MM-DD]. In the event of any conflict between this SOW and the MSA, the terms of this SOW control with respect to the work described herein.

Provider	
Entity	Project Lavos LLC
Contact	[Matthew Scott], [Title]
Address	[Street], Louisville, KY [ZIP]
Email	[provider-email@projectlavos.com]
Phone	502-345-0525
Client	
Entity	[Client Legal Name]
Contact	[Primary Contact Name], [Title]
Address	[Street], [City], [State] [ZIP]
Email	[client-contact@example.com]
Phone	[Client Phone]

2 Scope of Work

The Provider will perform the following services for the Client during the Term. The scope is limited to the items enumerated below; anything not expressly listed is out of scope unless added via a written change order (see Section 6).

- [Discovery & Requirements]** — [Stakeholder interviews, audit of existing assets, and a written requirements brief approved by the Client.]
- [Design & Architecture]** — [Information architecture, wireframes, and a visual direction approved by the Client before build begins.]
- [Build / Implementation]** — [Development of the deliverables listed in Section 3, including [specific feature, integration, or system].]
- [Quality Assurance]** — [Accessibility audit (WCAG 2.1 AA), cross-device testing, and performance verification prior to delivery.]
- [Deployment & Handoff]** — [Production deployment, transfer of credentials/assets, and a documented handoff session.]

Out of scope (illustrative): [ongoing content production, paid media management, third-party license fees, hardware procurement, and post-launch support beyond the warranty window]. See Section 6.

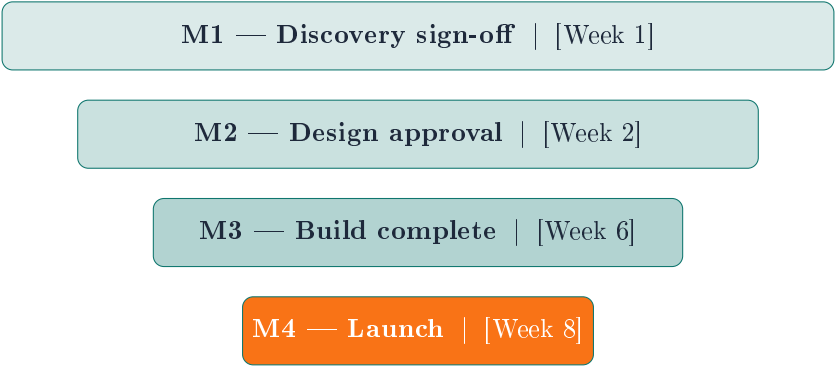
3 Deliverables

The Provider will deliver the following items. Each deliverable is subject to the acceptance process in Section 7.

Deliverable	Description	Due
[Requirements Brief]	[Written scope, success criteria, and approved feature list.]	[Week 1]
[Design System]	[Wireframes, visual direction, and component specifications.]	[Week 2]
[Production Build]	[Fully functional [site/app/system] meeting the approved spec.]	[Week 6]
[QA & A11y Report]	[Accessibility pass, performance results, and test summary.]	[Week 7]
[Handoff Package]	[Deployed production instance, credentials, and documentation.]	[Week 8]

4 Timeline & Milestones

The engagement runs from the Effective Date through [end date / duration]. The milestones below anchor the schedule; dates shift only by mutual written agreement. Client review turnaround is assumed to be [2 business days] per cycle (see Section 6).



A milestone is considered met when the associated deliverable has been accepted under Section 7. Delays in Client-side dependencies extend downstream milestones day-for-day.

5 Fees & Payment Schedule

Total fees for the work described in this SOW are **\${Total}** (excluding any third-party or pass-through costs, which are billed at cost). Fees are tied to the milestones below and invoiced upon milestone acceptance.

Milestone / Trigger	Basis	Amount
[Deposit — on signing]	[Non-refundable engagement deposit.]	\$(X)
[M2 — Design approval]	[Due on acceptance of the Design System.]	\$(X)
[M3 — Build complete]	[Due on acceptance of the Production Build.]	\$(X)
[M4 — Launch / Handoff]	[Final payment due on acceptance of the Handoff Package.]	\$(X)
Total	[Fixed fee for the scope above.]	\$(Total)

Payment terms. Invoices are due **[net 15]** from the invoice date, payable via [Chase invoice / Stripe / ACH]. Late balances accrue [1.5%] per month. Pass-through costs (hosting, domains, stock assets, third-party licenses) are pre-approved in writing and billed at cost. All fees are exclusive of applicable taxes.

6 Assumptions & Exclusions

This SOW is priced and scheduled on the following assumptions. A material change to any of them is handled through a written change order signed by both parties, which may adjust fees, scope, or timeline.

6.1 Assumptions

1. Client provides timely access to [stakeholders, accounts, brand assets, and content] required to perform the work.
2. Client review and approval turnaround is [2 business days] per cycle.
3. Content (copy, images, data) is supplied by the Client unless explicitly listed as a Provider deliverable.
4. Up to [two] rounds of revision are included per design/build deliverable; additional rounds are billed at **\$(hourly)/hr.**
5. Required third-party accounts, licenses, and subscriptions are held and paid for by the Client.

6.2 Exclusions

1. Ongoing maintenance, hosting, or support beyond the [30-day] warranty window following launch.
2. [Paid media spend and management, content creation, and SEO retainers] unless added by separate SOW.
3. Work arising from Client-supplied materials that infringe third-party rights or that are factually inaccurate.
4. Any feature, integration, or platform not enumerated in Section 2.

Warranty. For [30 days] after launch, the Provider will correct defects in delivered work at no additional charge. The warranty excludes changes to scope, Client-introduced edits, and third-party service failures.

7 Acceptance

Each deliverable is deemed accepted when the Client confirms acceptance in writing, or after **5 business days** from delivery if the Client has not submitted a written list of specific, scope-conforming deficiencies. The Provider will remedy accepted deficiencies and re-submit for review.

By signing below, the parties agree to the terms of this Statement of Work as of the Effective Date.

Provider	Client
Project Lavos LLC	[Client Legal Name]
<hr/>	<hr/>
Signature	Signature
<hr/>	<hr/>
Name: [Matthew Scott]	Name: [Authorized Signatory]
Title: [Title]	Title: [Title]
Date: _____	Date: _____