|  |
| --- |
|  **Name of the Company:**  |

|  |
| --- |
|  **Name of the Project:**  |

|  Location of the Project: |
| --- |

| Scope of Work Statement |
| --- |

| Deliverables |
| --- |

| Exclusions |
| --- |

| Tasks and Schedule |
| --- |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Tasks** | **Goods Needed** | **Services Needed** | **Delivery Date** | **Reporting Head** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

| Stakeholders |
| --- |

|  |  |  |
| --- | --- | --- |
| **S.No** | **Name of Stakeholder** | **Responsibility** |
|  |  |  |
|  |  |  |
|  |  |  |

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| --- |
| **Estimate Cost of Project** |

|  |  |  |
| --- | --- | --- |
| **Type** | **Description** | **Cost** |
| Internal Labor |  |  |
| External Labor |  |  |
| Materials |  |  |
| Services |  |  |
| **Total** |  |

|  |
| --- |
| **Approvals** |

|  |
| --- |
| **Payment Terms and Conditions** |

|  |
| --- |
| **Contact Details:** |