

Project Statement of Work Sign-Off Form

This document serves as the formal sign-off and approval of the Project Statement of Work (SOW). Please fill out the required information, print the document, and provide manual signatures to authorize the initiation of the project.

1. General Project Information

Project Title:

Project ID / Code:

SOW Version Number:

SOW Release Date:

2. Agreement and Acknowledgment

By signing below, the participating parties acknowledge that they have reviewed the Statement of Work referenced above and agree to its terms, scope of work, deliverables, timelines, payment schedules, and resource allocations. Any subsequent changes to the scope of work must be processed via a formal Change Order request.

3. Client Sign-Off

Client Organization:

Authorized Approver Name:

Job Title:

Signature (Physical/Digital):

Date Signed:

4. Service Provider Sign-Off

Service Provider:

Authorized Approver Name:

Job Title:

Signature (Physical/Digital):

Date Signed:

5. Notes / Comments

Additional Remarks: