

COMMERCIAL CONSTRUCTION SCOPE OF WORK TEMPLATE

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PROJECT INFORMATION

PROJECT NO.	PROJECT NAME	DATE SUBMITTED
JOB LOCATION	CLIENT POINT OF CONTACT	PHONE & EMAIL
CONSTRUCTION FIRM	PROJECT MANAGER	PHONE & EMAIL

PROJECT OVERVIEW

PROJECT SUMMARY	
PROJECT OBJECTIVES Describe the high-level goals of the project and how they relate to overall business objectives.	

TIMELINE

DESIGN WORK START DATE	
CONSTRUCTION WORK START DATE	
ESTIMATED COMPLETION DATE	

SCOPE OF WORK

PROJECT DELIVERABLES

Please list all project deliverables and briefly describe each. Add more rows as necessary.

DELIVERABLE NO.	DESCRIPTION	DATE
1		
2		
3		

EXCLUSIONS

Please list the activities that are out of scope or the tasks that you will not complete/provide as outputs of this project.

This project **will NOT accomplish or include** the following:

ESTIMATED COSTS

EXPENSE	DESCRIPTION	COST
		TOTAL

DISCLAIMER

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