

Project:	
Date:	
SOW #:	
Client:	
Provider:	

Introduction & Purpose

Purpose:	
Objectives:	

Introduction & Purpose

In Scope	
Subscription license(s): [plan/tier, # of seats]	
Onboarding & configuration:	
Integrations:	
Training & documentation:	
Support per SLA:	
Out of Scope	

Deliverables & Timeline

Deliverable	Acceptance Criteria	Target Date
Onboarding Kickoff	Project plan approved	
Integration Setup	APIs tested & validated	
User Training	Sessions delivered & documented	
Go-Live	SLA baseline confirmed	

Roles & Responsibilities

Client:
Provider:

Pricing & Payment Terms

Subscription Fee:	
Onboarding Fee:	
Payment Terms:	

Data Security & Compliance

Client retains data ownership:	
Data export format:	
Encryption at rest/in transit:	
Compliance:	

Exit & Termination

Term:	
Termination:	
Offboarding:	

Assumptions & Risks

Assumptions:	
Risks:	

Authorization

Client:	Provider:
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