

PROJECT SCOPE

Sample documents for review

These drafts explain the proposed terms. They are not approved final agreements, quotations or documents ready for signature. Bracketed fields and provisions marked “Proposed” must be agreed before signing. Reviewing a sample creates no obligation.

Sample SOW: Fixed Project

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For bounded development, commerce, migration, tracking repair, integration, design or other agreed outputs. Use the website example for its specific scope. No example price or deliverable quantity applies automatically.

Parties and scope

Provider: [select ValueCoders India LLP for Indian customers or ValueCoders Services LLP for international customers], 703 Sector 15 Part 2, Gurugram 122001, Haryana, India. Agency: [legal name and address]. MSA: [signed date and version]. Project: [reference]. Account manager and escalation: [names, channels]. Agency approver and backup: [names]. Working calendar, timezone and response targets: [details].

| Deliverable | Included quantity / specification | Acceptance check      | Due date | Allocated fee |
|-------------|-----------------------------------|-----------------------|----------|---------------|
| [Output]    | [Exact scope]                     | [Measurable evidence] | [Date]   | [Amount]      |

Total price and currency: [amount]. Taxes: [treatment]. Required inputs, access, permissions and due dates: [list]. Exclusions: [list]. Revision rounds: [number and scope]. Final files and ownership: [formats, sources, licence inventory]. Dependencies and approved third-party costs: [item, payer, amount, renewal, usage cap].

## Payments and delivery

Unless a signed variation applies, projects of USD 500 or less are upfront; larger standard projects are 50% to schedule and 50% after acceptance before launch or handover. Record actual amounts and dates. Milestone value allocations are distinct from invoice timing and must total the price. No additional work, vendor purchase or overrun is charged without approval.

The Provider submits work against the agreed checks. Proposed review period is five business days, subject to approval in the MSA. Silence is not acceptance. Consolidated feedback distinguishes scope errors, included revisions and new requests. Correct scope errors without extra charge. Deploy or publish only with express permission.

## Technical and operational boundaries

Record supported platforms, versions, browsers/devices, environments, performance/accessibility targets if included, test data, release authority and rollback plan. Commerce work identifies products/variants, payments, shipping, tax configuration and merchant approvals. Migration identifies source inventory, record counts, redirects, cutover, backups, reconciliation checks and responsibility for downtime. Tracking repair identifies events, accounts, consent behaviour and validation evidence. No omitted functionality or regulatory certification is implied.

## Support, changes and exit

Website and AI implementation work uses the current 30-day corrective maintenance period after production launch unless a different period is expressly agreed. Other work specifies its applicable correction/reporting window: [period and trigger]. Timely reported qualifying defects remain open until resolved. A third-party change or customer edit does not excuse an underlying Provider error, but unrelated improvements need new scope.

Use the MSA's delay, correction, cancellation and refund provisions and the Change and Exit Record. Reconcile actual completed value rather than automatically keeping the entire deposit. Included handover lists completed source, accounts, documentation and remaining correction dates. Extra transition work needs approval. This project ends on handover without automatic renewal.

## Signature

Approved departures and proposed-term selections: [list or None]. Provider: [authorised signatory, title, signature, date]. Agency: [authorised signatory, title, signature, date].

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Examples for review. Your completed, signed agreement and statement of work govern your engagement.