

# GENERAL SCOPE OF SERVICES TEMPLATE

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PROJECT NAME	
COMPANY NAME	
PROJECT MANAGER	
PHONE	
EMAIL	
COMPANY MAILING ADDRESS	
PROJECT LOCATION	
CLIENT NAME	
DATE	

## PURPOSE

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## SCOPE OVERVIEW

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## SCOPE DESCRIPTION

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## SERVICES PROVIDER RESPONSIBILITIES

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## PERFORMANCE STANDARDS

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## METHODOLOGIES AND APPROACHES

## COMPLIANCE AND REGULATIONS

## PROJECT TIMELINE

*Present a timeline or schedule of when services will be delivered.*

DELIVERY DATE	TASK	SERVICES REQUIRED

## COMMUNICATION AND REPORTING



## SIGNATURES

<b>PROJECT MANAGER</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	
<b>CLIENT</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

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