

# 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
		<b>TOTAL</b>



## **DISCLAIMER**

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