

CONSULTANT SCOPE OF SERVICES TEMPLATE

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CONSULTING FIRM	
PROJECT MANAGER	
PHONE	
EMAIL	
MAILING ADDRESS	
CLIENT	
DATE	

1. PURPOSE

2. SCOPE OVERVIEW

3. SCOPE OF CONSULTING SERVICES

4. CONSULTANT RESPONSIBILITIES

5. PROJECT TIMELINE

Present a timeline or schedule of deliverables, milestones, and deadlines.

DELIVERY DATE	DELIVERABLES	NOTED MILESTONES

6. CLIENT RESPONSIBILITIES

7. CONSULTING FEES AND PAYMENT

8. CONFIDENTIALITY AND DATA PROTECTION

9. INTELLECTUAL PROPERTY

10. COMMUNICATION AND REPORTING

11. CHANGE MANAGEMENT

12. TERMINATION AND DISPUTE RESOLUTION

13. LIABILITY AND INSURANCE

14. ETHICAL GUIDELINES

15. CLIENT FEEDBACK AND EVALUATION

16. REFERENCES AND CASE STUDIES

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17. TERMS AND CONDITIONS

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APPENDICES

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SIGNATURES

PROJECT MANAGER	
SIGNATURE	
DATE	
CLIENT	
SIGNATURE	
DATE	

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