**COMMERCIAL CONSTRUCTION SCOPE OF WORK**

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| **PROJECT INFORMATION** | | |
| **PROJECT NO.** | **PROJECT NAME** | **DATE SUBMITTED** |
|  |  |  |
| **JOB LOCATION** | **CLIENT POINT OF CONTACT** | **PHONE & EMAIL** |
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| **CONSTRUCTION FIRM** | **PROJECT MANAGER** | **PHONE & EMAIL** |
|  |  |  |
| **PROJECT OVERVIEW** | | |
| **PROJECT SUMMARY** |  | |
| **PROJECT OBJECTIVES.** |  | |
| **TIMELINE** | | |
| Design work start date |  | |
| Construction work start date |  | |
| Estimated completion date |  | |

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| **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** | |
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| **STAKEHOLDERS** | | | |
| **NAME & TITLE** | **ROLE/RESPONSIBILITY** | **PHONE** | **EMAIL** |
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| **APPROVALS** | | | |
| **DATE SUBMITTED  FOR APPROVAL** | **STAKEHOLDER NAME, TITLE, & ROLE** | **DATE APPROVAL RECEIVED** | **SIGNATURE** |
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