**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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