

Scope of Work for Architectural Services

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Title]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Re: Scope of Work for Architectural Services

Dear [Client's Name],

We are pleased to present this scope of work for the architectural services we will provide for [Project Name/Description]. Our goal is to ensure a comprehensive and collaborative process that meets your expectations and requirements.

1. Project Overview

[Brief description of the project and its objectives.]

2. Services to be Provided

- Initial consultation and needs assessment
- Site analysis and feasibility study

- Development of conceptual designs
- Preparation of construction documents
- Collaboration with engineers and consultants
- Assistance with obtaining necessary permits
- Project management and oversight during construction

3. Timeline

[Estimated timeline for each phase of the project.]

4. Compensation

[Details regarding fees and payment schedule.]

5. Assumptions and Exclusions

[Any assumptions made and services not included.]

We look forward to your feedback and the opportunity to work together on this exciting project. Please feel free to reach out if you have any questions or need further clarification on any aspect of the scope of work.

Thank you for considering [Your Company] for your architectural needs.

Sincerely,

[Your Name]

[Your Title]

[Your Company]