

Letter of Scope of Work

Date: _____

To: [Subcontractor Name]
[Subcontractor Address]
[City, State, Zip Code]

From: [Your Company Name]
[Your Company Address]
[City, State, Zip Code]

Subject: Scope of Work for Plumbing Services

Scope of Work

This letter outlines the scope of work for plumbing services to be provided by [Subcontractor Name] under the contract dated _____.

1. Project Description

The plumbing works shall include but are not limited to:

- Installation of water supply and drainage systems
- Repair and maintenance of existing plumbing systems
- Installation of fixtures including sinks, toilets, and showers
- Inspection of plumbing systems to meet code compliance

2. Project Timeline

The services are to commence on _____ and are expected to be completed by _____.

3. Payment Terms

Payment will be made as follows:

- Initial deposit of ____% upon signing of the contract
- Progress payments upon completion of specific milestones
- Final payment upon project completion and approval

4. Terms and Conditions

All work must comply with local building codes and regulations. [Your Company Name] reserves the right to request changes and modifications as necessary.

Please sign and return a copy of this letter to acknowledge your acceptance of the scope of work outlined above.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Accepted by:

[Subcontractor Name]

[Date]