

Subcontractor Scope of Work Agreement

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

Subject: Scope of Work Agreement

Dear [Subcontractor's Name],

This letter serves as a formal agreement outlining the scope of work to be performed by [Subcontractor's Name] as part of the [Project Name] located at [Project Address].

Scope of Work:

- Description of task 1
- Description of task 2
- Description of task 3

Timeline:

Work is to commence on [Start Date] and is expected to be completed by [End Date].

Compensation:

The total agreed payment for the completion of the above scope of work is [Amount].

By signing below, both parties agree to the terms outlined in this scope of work agreement.

[Your Name]
[Your Position]
[Your Company Name]

[Subcontractor's Name]
[Subcontractor's Position]
[Subcontractor's Company Name]

Thank you for your attention to this matter. We look forward to a successful collaboration.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]