**SCOPE OF WORK (SOW) TEMPLATE and INSTRUCTIONS**

1. **Instructions and Information**
2. Your Agency is:
3. For purposes of
4. **Scope of Work. Fill out information and/or data as indicated:**
5. **Purpose**
6. **Background**
7. **The Agency’s goal for this financial audit service is:**
8. (List any objectives):
9. Budget of Work
10. Completion date
11. Amenities
12. Travel:
13. Certificate of Confidentiality:
14. Non-Disclosure Agreement: