

# How to create a statement of work

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## What is a statement of work?

A statement of work (SoW), is a document that fully describes your remodel project. It is a list of all the tasks that need to be completed and the materials that will be installed to make your project a reality.

Creating a statement of work should be one of the first things you do once you are ready to move forward with a project. The more detail you can include in the SoW, the better the chances your project will come in on time and on budget.

**Tip:** Writing a statement of work can be daunting, use a template or questionnaire (like the one at <https://levelstory.com/sow>) to ensure that all of the necessary details are captured and nothing is missed.

## Why you should make an SoW

An SoW provides a way to communicate the thought-out details of your project to contractors.

Comparing bids across multiple contractors is easier because they will be bidding on the same work.

The chances of work being overlooked is reduced.

“LevelStory helped me think through the right questions so I was prepared for my kitchen remodel.”

Margaret S.  
Portland, OR

## How to make an SoW

The easiest way to create a statement of work is to use the free LevelStory SoW questionnaire available at <https://levelstory.com/sow>. After selecting the type of remodel that you are interested in, you will be asked a series of easy to answer questions to describe your project.

Once complete, a statement of work will be created for you that details all the tasks and materials that your remodel requires. You can then share this document with contractors to get bids on your project.

If you decide to do some of the work yourself, you can easily sign up for your own LevelStory account and import the tasks and materials for your project.

## Remodel Planning Checklist

- 1 Dream to reality**  
You've been thinking about remodeling your kitchen or bathroom for a while and have finally decided to make it happen.
- 2 Create an SoW**  
You need a specific, personalized plan for your remodel. Answer questions now to avoid turning your dream into a nightmare. We can help! Use our questionnaire at <https://levelstory.com/sow>.
- 3 Request bids**  
Always contact at least three contractors so you can compare bids. Get recommendations from friends and family.
- 4 Pick a contractor**  
Use our helpful tips to decide which contractor is the best fit and most qualified to manage your remodel. Go to <https://levelstory.com/tips>.
- 5 Start work**  
Your preparations will help keep your project on time and on budget.