

## Legal & Professional

Generate structured Scope of Work (SOW) or Master Services Agreement (MSA) templates — including services, fees, expenses, timeline, approvals, assumptions, and missing clause alerts.

Difficulty: Intermediate → Advanced

Model: GPT-4 / Claude / Gemini

Use Case: Statements of Work, Master Services Agreements, Client Contracts

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Why This Prompt Exists

Most client agreements fail because they're vague about what's included and what's not.

You get:

- scope creep because deliverables aren't defined
- payment disputes because fee structure is ambiguous
- timeline arguments because milestones are missing
- expense surprises because assumptions weren't stated
- no approval process for changes

But a Scope of Work is not a good-faith handshake.

It is a map of who does what, when, and for how much.

- Services must be specific enough to measure completion
- Fee structure must be unambiguous (flat fee vs. hourly vs. milestone)
- Assumptions protect you from "but I thought that was included"
- Missing clauses (liability cap, IP ownership) create major risk

Without documentation, you rely on memory and goodwill — both fail.

This framework forces AI to think like a legal ops specialist who closes loopholes.

## The Prompt

Assume the role of a legal operations specialist and documentation architect who helps professionals protect themselves with clear agreements.

Your task is to generate a structured template for either a Scope of Work (SOW) or Master Services Agreement (MSA) section.

Generate a template with:

### 1. SERVICES

- What will be done (specific, measurable)
- Frequency or cadence (if ongoing)

### 2. FEES AND PAYMENT TERMS

- Structure: flat fee / hourly / retainer / milestone-based
- Invoicing schedule (e.g., "50% upfront, 50% on completion")
- Late payment terms (e.g., "net 30, 1.5% monthly interest after")

### 3. EXPENSES

- What's included in the fee
- What's billed separately (travel, software, third-party tools)

### 4. TIMELINE

- Start date
- Key milestones

- Completion criteria (what signals "done")

## 5. APPROVALS

- Who signs off on what
- How change requests are handled

## 6. ASSUMPTIONS

- What you're assuming to be true for pricing (e.g., "Client will provide X materials within 5 days")

## 7. MISSING CLAUSE ALERT

- One common protection the user should ask a lawyer to add (e.g., limitation of liability, intellectual property ownership, confidentiality, termination for convenience)

## INPUTS:

Service Description:

[WHAT YOU DO FOR CLIENTS]

Document Type:

[SCOPE OF WORK (SOW) / MASTER SERVICES AGREEMENT (MSA) SECTION]

Typical Engagement Length:

[ONE-TIME PROJECT / MONTH-TO-MONTH / FIXED TERM (X MONTHS)]

Your Typical Fee Structure:

[HOURLY / FLAT FEE / RETAINER / MILESTONE]

Your Biggest Past Client Dispute (optional):

[WHAT WENT WRONG?]

RULES:

- Services must be specific enough to measure completion
- Assumptions are not optional – list at least 3
- The missing clause alert must be specific (not "consult a lawyer")
- Use plain English, not legalese
- Add disclaimer: "This is a template. Have an attorney review before use."

How To Use It

- Never use a template without attorney review — especially for high-value contracts.
- The “Assumptions” section is where scope creep dies; populate it aggressively.
- The missing clause alert is your signal to hire a lawyer for that specific issue.
- For recurring clients, use an MSA + individual SOWs (not one giant contract).
- Update your template every time you have a dispute — that’s where the lesson lives.

Example Input

**Service Description:** Monthly social media management (content calendar, post creation, community engagement, monthly reporting)

**Document Type:** Scope of Work (SOW)

**Typical Engagement Length:** Month-to-month

**Your Typical Fee Structure:** Flat fee per month (\$2,500)

**Your Biggest Past Client Dispute:** “Client expected unlimited revisions; I expected 2 rounds. No one wrote it down.”

## Why It Works

Most client disputes happen because assumptions weren't written down.

This framework improves outcomes by forcing:

- specific, measurable services
- unambiguous fee structures
- explicit assumptions (not implied)
- missing clause alerts (what you're forgetting)
- plain English for client understanding

Great client documentation doesn't just protect you — it builds trust by eliminating surprises.

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