

Scope letter checklist

Project: _____

Due: _____

☐ **1 Header and buyer**
Correct project, buyer, addressee, date, and quote reference.

☐ **2 Addenda acknowledged**
List every addendum number and issue date.

☐ **3 Inclusions**
State the carried scope in the buyer's order and language.

☐ **4 Exclusions**
Name every excluded item. Tie each one to its source page.

☐ **5 Qualifications**
Write the assumptions that change scope, price, or schedule.

☐ **6 Validity**
State the price-validity date and flag vendor quotes that expire first.

☐ **7 Bond and attachments**
Confirm bond, breakdowns, schedules, and requested backup are attached.

Final check

The number, scope, addenda, validity, bond, and attachments agree with the buyer's request.