

**[Guidance note – delete before sending to the customer - This document is intended to be the statement of work presented to and signed with the customer if professional services (not including initial deployment, set-up and configuration services for SaaS) are included in the order form. It is intended to be customized to the specific professional services offered to the customer. Yellow highlighted text is text that should be updated to reflect the actual professional services offered. It can be sent as a proposal and then once signed or agreed to by the parties becomes the binding agreement. Please work with your SBU general counsel and/or contracts focal to amend and create the customized template for each offering. All customized templates must be approved by the relevant SBU general counsel.]**

**PROFESSIONAL SERVICE DESCRIPTION - STATEMENT OF WORK # [Please insert SOW no.]**

This Statement of Work (“SOW”) # [Please insert SOW no.] dated [Please insert Date] (“SOW Effective Date”) between [Please insert Honeywell legal entity /Affiliate signing the SOW] (“Honeywell”) and [Please insert Customer legal entity /Affiliate signing the SOW] (“Customer”, “you” or “your”) pursuant to the Order Form with an Effective Date of [Please insert Order Form Effective Date], between Customer and Honeywell (Order Form) and it is governed by terms set out in the Order Form. We will provide you the Professional Services detailed in this SOW in accordance with the following requirements and schedules.

**Scope:**

The scope of Professional Services performed under this SOW are those described in this SOW and any additional or new services to which the parties mutually agree in a written change order.

**Administrative Information:**

Your Project Manager for this SOW is [Please insert full name and title and contact info].

Our Honeywell Project Manager for this SOW is [Please insert full name and title and contact info].

**Term:**

The term of this SOW commences on the SOW Effective Date and terminates on [Please insert Termination Date], unless earlier terminated or extended as set forth in the Professional Service Terms.

**Invoices:**

Invoices will be sent to: [Please insert mailing address and contact].

SCHEDULES
1. Services and Milestones
2. Responsibilities
3. Personnel
4. Required Reports
5. Required Meetings
6. Required Software, Hardware, and Equipment
7. Fees and Expenses
8. List of Change Orders

The Parties' authorized representatives have executed this Statement of Work as of the SOW Effective Date by their signatures below:

**Honeywell**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Customer**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHEDULES**

**1.1. Schedule 1 – Services and Milestones**

**Services**

#	Services / Deliverables	Deliverable Due Date	Acceptance Criteria	Review Completion Date
1	[Please insert]			
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Milestones**

#	Milestone Date	Event	Completion Criteria
1	[Please insert]		
2			
3			
4			
5			
6			
7			
8			
9			
10			

**1.2. Schedule 2 – Responsibilities**

In addition to the responsibilities and deliverables outlined in the Professional Service Terms, Honeywell's responsibilities for Services and Deliverables include:

**Honeywell's Responsibilities**

#	Responsibility	Due Date or Deadline
	[Please insert]	
1		
2		
3		
4		
5		
6		
7		

**Customer Responsibilities**

In addition to the responsibilities outlined in the Professional Service Terms, Customer’s responsibilities include:

#	Responsibility	Due Date or Deadline
	[Please insert - if none, insert "None"]	
1		
2		
3		
4		
5		
6		
7		

**1.3. Schedule 3 – Personnel**

Honeywell is responsible for providing the deliverables and assigning personnel to do so. Customer is responsible for the day-to-day management of their personnel. Project Managers indicated in this SOW are responsible for overall project management and alignment of respective personnel.

**1.4. Schedule 4 – Required Reports**

Required Reports:
[Please insert - if none, insert "None"]

**1.5. Schedule 5 – Required Meetings**

Required Meetings:
[Please insert - if none, insert "None"]

**1.6. Schedule 6 – Required SaaS, Software, and Hardware**

List items required to be supplied by Honeywell and Customer to complete the Services:

Honeywell Required SaaS, Software, and Hardware
[Please insert - if none, insert "None"]

Customer Required SaaS, Software, and Hardware
[Please insert - if none, insert "None"]


**1.7. Schedule 7 – Fees and Expenses**

**I. For fixed fee Engagement:**

Specify the Customer-payable fees for the Professional Services and Deliverables provided under this SOW.

<b>Deliverable or Milestone or Time and Material</b>	<b>Amount</b>
[Please insert]	
<i>Total fixed fees</i>	

**II. Services Offering Fees:**

The following fee schedule sets forth the fees to be used when calculating project fees for Services under this SOW that are billed on a time and materials basis.

<b>Task/Project</b>	<b>Fee Amounts</b>
[Please insert]	
<i>Total Services Offering Fees</i>	

**1.8. Schedule 8 – List of Change Orders**

<b>Change Order Number</b>	<b>Change Order Date</b>	<b>Change Order Author</b>	<b>Change Order Description</b>
[Please insert]			