

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”). We will provide you the Services detailed in this SOW in accordance with the following requirements and schedules.

Scope:

The scope of Services performed under this SOW includes 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 PS Attachment.

Invoices:

If applicable, invoices (including the Your Purchase Order number) will be sent to:

Honeywell
[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 PS Attachment, 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 PS Attachment, 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 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 Software, Hardware, and Equipment

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

Honeywell Required Software, Hardware and Equipment
None, unless stated otherwise

Customer Required Software, Hardware and Equipment
None, unless stated otherwise

1.7. Schedule 7 – Fees and Expenses

I. For Fixed Fee Engagement:

Specify the Customer fees for the Services and Deliverables provided under this SOW

Deliverable or Milestone	Amount
[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.

Task/Project	Fee Amounts
<i>Total Services Offering Fees</i>	

III. Additional Software License, Hardware and Equipment Fees:

Description:	Fee Amount:
[Please insert - if none, insert "None"]	
<i>Total License, Hardware, Equipment Fees</i>	

1.8. Schedule 8 – List of Change Orders

Change Order Number	Change Order Date	Change Order Author	Change Order Description