

<b>Customer Name:</b>	
<b>Installer/Company Name:</b>	
<b>Installation Site Name/Address:</b>	
<b>Installation Date:</b>	
<b>I.</b>	<b>Expectations</b> <i>[Change or delete if not applicable]</i>
	<ul style="list-style-type: none"> <li>• Installation will take place during standard business hours.</li> <li>• Access to all rooms where installation(s) are scheduled to take place will be made available at the times specified.</li> <li>• An installation survey will be conducted to establish placement of the Promethean hardware in each room and to determine required installation supplies.</li> </ul>
<b>II.</b>	<b>Installation</b> <i>[Change or delete if not applicable]</i>
	<ul style="list-style-type: none"> <li>• Installations will be completed by competent persons.</li> <li>• Installation of Promethean hardware in area as designated according to Promethean specifications and Installation Survey.</li> <li>• Ensure use of suitable fixing/fasteners types based on the findings of the site survey and installed according to the manufacturer's specifications and guidance.</li> <li>• Installation of all necessary cabling to connect Promethean hardware to the appropriate source computer.</li> <li>• For wall mounted installations, install all wall mounted cables through surface mount raceway or trunking (provided by the installer) to achieve a neat and professional appearance.</li> <li>• Ensure appropriate arrangements are made for the environmental disposal and removal of all packaging materials from site when finished.</li> <li>• Confirm that the latest versions of Promethean software and firmware (where applicable) are installed on the hardware.</li> <li>• Installer will ensure agreed upon Promethean hardware is successfully connected to the network/Internet.</li> <li>• Installer will register all relevant Promethean hardware and ActivCare Plus warranties on the Promethean Registration Portal. Copies of the registration will be provided to the customer.</li> <li>• Installer will report any defective, missing or damaged hardware found at time of installation to Promethean Customer Support.</li> <li>• Leave any or all product guides.</li> <li>• For customers that have purchased ActivCare Plus ensure that the ActivCare Plus warranty card/packet is explained and then left with the customer.</li> <li>• Explain the Promethean hardware connections and controls.</li> </ul>
<b>III.</b>	<b>Customer Responsibility</b> <i>[Change or delete if not applicable]</i>
	<ul style="list-style-type: none"> <li>• For Promethean hardware that is to be wall mounted, customer will ensure there are no obstructions on the wall where hardware will be installed.</li> <li>• Promethean hardware that is non-wall mounted (mobile) ensure that no obstructions are in the area where the Promethean hardware will be installed.</li> <li>• Any Promethean hardware delivered to customer site customer will ensure delivery is accurate and free of damage prior to signing for each shipment.</li> </ul>

- Any Promethean hardware stored at customer site customer will be responsible for proper storage in accordance to product specifications.
- Provision of appropriate safe electrical outlet(s) for all Promethean hardware.
- Provision of appropriate network connections and services for all Promethean hardware.
- Provide access and/or configuration details to installer for connecting to agreed upon network services that will be used by Promethean hardware. (e.g. Ethernet, Wi-Fi SSID and login credentials, Proxy settings, Bluetooth, etc.)
- System administrator or responsible person/parties will review and make any necessary changes or configurations to network that may be required by Promethean hardware. (e.g. whitelisting specific sites, opening specific ports, etc.)
- Ensure that person(s) responsible for software installation will have administrative logon information at the time of installation or that suitable arrangements have been made.
- Ensure that the customer is available for orientation or that alternative arrangements have been made.
- Customer will review and accept in person for at least one installation of the Promethean End User License Agreement which is presented during ActivPanel first power up, and/or application (ActivCast, Whiteboard app, etc.) first use.
- Customer will register all relevant Promethean hardware and ActivCare Plus warranties on the Promethean Registration Portal
- Sign Installation Sign off upon successful completion of work.

**IV. Deliverables** *[Change or delete if not applicable]*

- Installer will demonstrate all installed Promethean hardware is functioning properly and is ready for use.

### Agreement

We agree with the Statement of Works (SOW) outlined in this document.

Customer Signature:

Print Customer name:

Customer Position:

Date:

### Completion of Work

By signing this SOW, the Customer agrees and confirms that the work completed was in line with this SOW. Please attach a completed Sign off document

Customer Signature:

Print Customer name:

Customer Position:

Date:

A Statement of Works is to be used as a guideline for tasks and responsibilities agreed between the Installer and the Customer.