



**2. PROFESSIONAL'S SCOPE OF WORK**

*List any deviations from duties and responsibilities for Basic Services listed in Rider A of the **Standard Form of Agreement for Open-Ended Professional Architectural And Engineering Services.***

*List any Additional Services required.*

**3. TIME REQUIREMENTS**

*Outline time for completion of the Professional's work.*

**4. SPECIAL CONDITIONS:**

*State any qualifying pre-existing conditions.*

**5. COMPENSATION AND COSTS**

The Professional's compensation, as negotiated for services to be rendered under this Individual Work Order, shall be \$[---compensation---], to be paid upon completion of the Professional's work unless otherwise agreed to and outlined in this Individual Work Order by the System.

The Professional's Fee Proposal, in response to the Professional's Scope of Work and Time Requirements of this Individual Work Order, consisting of [---number---] pages is attached and made part of this Individual Work Order for this Project.

*Specify and discuss costs with respect to the Category Of Service is being provided, whether,*

*Category A - Full-Service Architectural And Engineering Services*

*Category B - Miscellaneous Architectural Services*

*Category C - Miscellaneous Engineering Services*

*Category D - Specialty Services*

**6. LIST ATTACHMENTS**

*List and attach any documents that more fully describe the work to be accomplished, such as plans, specifications, sketches, etc.*

*Indicate as attached by reference if applicable.*

**7. EXECUTION OF INDIVIDUAL WORK ORDER**

The parties understand and agree that this Individual Work Order shall not be legally valid, effective, or enforceable until it has been signed by all appropriate Commonwealth attorneys.

**8. NOTICE TO PROCEED**

**The Professional shall** not commence performance hereunder until after the System issues a Notice to Proceed.

**IN WITNESS WHEREOF,**

this Individual Work Order has been executed and delivered as of the date previously set forth:

<b>FOR THE PROFESSIONAL</b>	<b>FOR THE COMMONWEALTH</b>
Type in names / Identify positions / Sign and Date	Type in names / Identify positions / Sign and Date
<p>If Professional Is an INDIVIDUAL or PARTNERSHIP, the Individual or a Partner shall sign below.</p> <p>_____</p> <p align="right">Date</p> <p>Individual or Partner (Circle Title)</p>	<p><b>Signature by either The Office of the Chancellor Or The University's Officer</b></p> <p>_____</p> <p align="right">Date</p> <p>Title</p>
<p>If Professional is a CORPORATION, 2 signatures are required below.</p> <p>_____</p> <p align="right">Date</p> <p>President or Vice President (Circle Title)</p> <p>_____</p> <p align="right">Date</p> <p>Secretary or Treasurer (Circle Title)</p>	<p><b>APPROVED AS TO FORM AND LEGALITY</b></p> <p>_____</p> <p align="right">Date</p> <p><b>Legal Counsel Pennsylvania State System of Higher Education</b></p> <p>_____</p> <p align="right">Date</p> <p><b>Deputy General Counsel Commonwealth of Pennsylvania</b> (Required if total value of Individual Work Order exceeds \$500,000)</p> <p><b>Contract Form Pre-Approved on [---date---]</b></p> <p align="right">Date</p> <p><b>Deputy Attorney General Commonwealth of Pennsylvania</b></p>

**NOTES REGARDING SIGNATURES**

- All signatures shall be dated.
- Names shall be typed below the signature lines.
- The titles of signers shall be indicated.

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