

Contracting Notes

Non-confidential. Informational only. Executed agreements control.

Purpose: Procurement-safe summary of contracting, routing, and data boundary. Non-binding.

Public intake boundary: Do not submit secrets, credentials, private keys, security findings, or regulated personal data via public forms or email.

Request ID (RID)

RID	Single routing key. Include in email subject, PO comments, invoice remittance notes, questionnaires, and secure uploads.
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Contracting stack (typical)

- **SOW:** always used; scope, deliverables, acceptance criteria, schedule, commercials.
- **MSA:** if buyer requires a master agreement; otherwise SOW is primary.
- **DPA:** if personal data processing applies or required by buyer policy.
- **NDA:** if required for pre-kickoff discussions or secure sharing.

Governance basics

- **Order of precedence:** executed agreements govern; this document is non-binding.
- **Change control:** out-of-scope work requires written change order or new SOW (RID-referenced).

Commercial basics (high level)

- Currency: CAD unless otherwise agreed.
- Payment terms: Net 30 / Net 45 / Net 60 supported (buyer policy).
- PO supported; taxes as required; invoice cadence defined in SOW (typical: kickoff + delivery).

Procurement and secure sharing

- Questionnaires: procurement@noetfield.com (include RID). Responses are scoped and tied to executed exhibits (no speculative commitments).
- Secure sharing: buyer-approved method confirmed after kickoff (or after executed NDA). Data types permitted/prohibited are defined in executed exhibits.

Contact routing

ops@noetfield.com	Quotes, POs, invoicing, engagement logistics
procurement@noetfield.com	Vendor intake, questionnaires, procurement routing
trust@noetfield.com	Security, privacy, compliance routing
legal@noetfield.com	SOW/MSA/DPA/NDA contracting

Footer: Informational only. Final scope, terms, deliverables, and security/privacy commitments are defined in executed agreements.

SOW Summary Sheet

Populate and attach to the executed SOW to accelerate procurement review.

Engagement identifiers

Buyer legal name	_____
Request ID (RID)	_____
Engagement name	_____
Primary buyer contact	_____
Procurement contact	_____

Scope, schedule, and delivery mode

Start - End	____/____/____ to ____/____/____
Delivery mode	Remote (default) / On-site (if agreed)
In-scope summary	_____
Out-of-scope summary	_____

Deliverables and acceptance

Deliverable	Acceptance criteria	Due
_____	_____	____/____/____
_____	_____	____/____/____

Access, data boundary, and security

- Access level and evidence sources are defined in the SOW (read-only where feasible; exports preferred).
- No secrets via public intake. Secure sharing is enabled only via buyer-approved method after kickoff (or after executed NDA).
- Personal data processing, if any, is governed by executed exhibits (DPA) and buyer policy.

Commercials (summary)

- Fixed fee: _____ CAD. Taxes as required.
- Payment terms: Net ____ days. PO required: Yes / No.
- Invoice triggers: kickoff / milestones / monthly (define in SOW).

Required documents

SOW (required). MSA/DPA/NDA as applicable. Security questionnaire response pack as required by buyer policy.

Footer: Template only. Populate and attach to the executed SOW. Commitments are defined in executed agreements.