

Dear Valued Supplier,

At Honeybee Robotics, we make next-generation applications a reality by combining the best minds with the best technology. Since 1983, we have achieved flight heritage across a wide range of commercial and defense missions. Thanks to strategic partners like yourself, we remain a competitive industry leader in space exploration systems and motion control solutions. It's a privilege to welcome your company to the Honeybee Robotics supply base and to invite you to join the most exciting mission on Earth – unlocking the potential of space.

- Purchase Orders
 - A purchase order is required to authorize and begin work. Purchase orders will be issued via DocuSign for confirmation unless otherwise specified.
 - The purchase order will provide instructions for invoicing and shipping and include applicable DPAS rating and/or government contract numbers.
 - We have multiple locations so please ensure you are shipping to the correct location.
 - Invoices should be submitted to hbrap@honeybeerobotics.com
- Control of Technical Data
 - Technical Data will be exchanged via encrypted email or file transfer protocol. Honeybee Robotics' Technical Data should be sent to sub-tiers or Honeybee via similar methods.
- Supplier Performance
 - Total Value - Our expectation and measurement of our supply base is on Total Value. We are looking for suppliers that can provide a Total Value Solution to Honeybee in areas of quality, delivery, lead-time, cost, alignment on terms & conditions, technical support, and communication.
 - Quality - Our Quality Requirements are listed on our website and applicable clauses will be listed on the purchase order.
 - Lead Time & Delivery - Velocity and speed are critical for us to capture future market growth. Suppliers must notify Honeybee Robotics of lead time changes and any changes to the delivery schedule. Your company may receive a weekly open order report to confirm the status of the delivery.
 - Terms & Conditions are listed on our website.
- Communication
 - All communication with Honeybee should include your buyer or supplier quality engineer. If in doubt, please contact me or the assigned buyer.

We recognize that this is a mutual partnership and will strive to make the following commitment to our Suppliers:

- We will be fair and transparent in our supplier relationships, from sharing performance and in our negotiations.
- We are committed to paying on time for products that meet the contractual requirements.
- We are committed to enhancing our collaboration and partnerships and developing long-term relationships.
- We are committed to continuous improvement and enhanced communication.

If you have any questions, please reach out to me, your supplier quality engineer, or your buyer.

Sincerely,

Jennifer Smith
Director of Procurement
jksmith@honeybeerobotics.com