

[Contractor's Letterhead]

<Date>

<Obligee Name>  
Attn: <NAME>  
<Address1>  
<Address 2>  
<City, State, TX>

Re: Project:  
Contract Amount:

Dear <NAME>

We request that you send all contract proceeds earned and to be earned under our contract with you directly to our project disbursing administrator, SureTec Information Systems, Inc. at the following address:

<Contractor>  
C/O SureTec Information Systems, Inc.  
Attn: Funds Disbursement Dept.  
9737 Great Hills Trail, Suite 320  
Austin, Texas 78759  
(866) 732-0099

Your checks will still be made payable to us. This directive may only be changed by written consent of our surety, SureTec Insurance Company. Your signature below, indicating your agreement to make payment in this manner, is a condition to our Surety's execution of our performance and payment bonds on this project.

Thank you for your cooperation in this regard. You may receive a follow up phone call or e-mail from SureTec to confirm these instructions and answer any questions you may have.

We are looking forward to a very successful project.

<CONTRACTOR>

<OFFICER>  
<TITLE>

cc: SureTec Information Systems, Inc. - Scott Olson

**Agreement and Acknowledgment:**

**Obligee:** <Obligee's Name>

**By:** \_\_\_\_\_ **date**  
**Authorized Representative**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Phone Number / email address**