

[Sub-Contractor's Letterhead]

<Date>

<General Contractor's Name>

Attn: <NAME>

<Address1

<Address 2>

<City, State, TX>

Re: Project:  
Contract Amount:

Dear <NAME>

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

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

This directive may only be changed by written consent of SureTec. 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.

<SUB-CONTRACTOR>

<OFFICER>

<TITLE>

cc: SureTec Information Systems, Inc. - Scott Olson

***Agreement and Acknowledgment:***

***General Contractor: <General Contractor's Name>***

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

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

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