

THE TRANSPORT INVESTMENTS FAMILY OF COMPANIES



Green Tree Transportation Company



New Escort/ Pilot Car Setup Form

In order to be set up as an approved escort, please complete the information and checklist below.

Name: _____ Date: _____

Address: _____

Contact Person: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ Title: _____

In addition to the information above, please complete the following checklist:

- ☐ Completed W-9
- ☐ Completed and signed Pilot Car/Escort Vehicle-Motor Carrier Agreement (attached).
- ☐ Completed and signed Pilot Car/Escort Vehicle Questionnaire (attached).
- ☐ Certificate of Insurance for Auto Liability (\$1,000,000 minimum) naming
Transport Investments Inc., Subsidiaries and Affiliates as **Additional Insured.**
- ☐ Certificate of Insurance for General Liability (\$1,000,000 minimum) naming
Transport Investments Inc., Subsidiaries and Affiliates as **Additional Insured.**
- ☐ State Certification for escorting
- ☐ Driver's License(s)
- ☐ Movement Process Plan
- ☐ Optional- Instant Pay Program Request and Authorization form (attached).

Please send the entire, completed application packet to the following by email, fax or mail:

Mail: Transport Investments, Inc.

Attention: Escort Coordinator

100 Industry Drive

Pittsburgh, PA 15275-1014

Email: escorts@thetii.com

Fax: 412-490-6188

Payment Information

All escort and pilot cars not participating in the Instant Pay Program are paid within 14 days from receipt of the following

1. Escort/Pilot Car Invoice AND
2. All required original paperwork from the escorted Contractor

All Instant Pay Program escorts and pilot cars are paid within 24 hours of receipt of the following:

1. Escort/Pilot Car Invoice AND
2. Authorization from the escorted Contractor

Please send all Escort/Pilot Car invoices to the following by email, fax or mail:

Mail: Transport Investments, Inc.

Attention: Settlements Department

100 Industry Drive

Pittsburgh, PA 15275-1014

Email: escorts@thetii.com

Fax: 412-490-6189

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
				-				
Employer identification number								
				-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Name

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

Sole proprietor. Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Partnership, C Corporation, or S Corporation. Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

Disregarded entity. Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

Note. Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

Limited Liability Company (LLC). If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

Other entities. Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

Note. If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
 2. The United States or any of its agencies or instrumentalities,
 3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
 4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
 5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
 7. A foreign central bank of issue,
 8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
 9. A futures commission merchant registered with the Commodity Futures Trading Commission,
 10. A real estate investment trust,
 11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
 12. A common trust fund operated by a bank under section 584(a),
 13. A financial institution,
 14. A middleman known in the investment community as a nominee or custodian, or
 15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 7 ²

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

Signature requirements. Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

PILOT CAR/ ESCORT VEHICLE- MOTOR CARRIER AGREEMENT

Whereas, undersigned carrier ("CARRIER") is a corporation with offices at 100 Industry Drive, Pittsburgh, PA, 15275, and is authorized by the Federal Motor Carrier Safety Administration (FMCSA) to operate as a motor carrier, and

Whereas, _____, (hereinafter called "ESCORT") with offices at _____, is engaged in the business of providing escort and pilot car services to motor carriers hauling over-dimensional shipments requiring such services, and

Whereas, ESCORT desires to provide services to CARRIER, and CARRIER desires to engage the services of ESCORT.

Now, therefore, in consideration of the mutual covenants, and promises contained in the Agreement, the parties agree as follows:

1. ESCORT is an independent contractor with exclusive control and direction of the persons operating its vehicles or otherwise engaged in providing the pilot car services. ESCORT assumes full responsibility for the payment of all local, state and federal payroll and/or withholding taxes; contributions or taxes for unemployment insurance, old age pensions, Social Security, workers compensation, and other social security related protection; and all other costs related to the employment of persons engaged in the performance of pilot car services. ESCORT is not authorized to bind CARRIER with respect to agreements with third parties.
2. ESCORT agrees that it shall obtain and keep in force all necessary authorities and certifications for each state in which it provides pilot car services for CARRIER.
3. ESCORT agrees to maintain at all times while this Agreement is in effect, Auto Liability Insurance coverage with limits not less than \$1,000,000.00. ESCORT will provide to CARRIER a certificate of insurance evidencing such coverage, and naming "Transport Investments, Inc., Subsidiaries and Affiliates" as additional insured.
4. ESCORT agrees to maintain at all times while this Agreement is in effect, General Liability Insurance coverage with limits not less than \$1,000,000.00. ESCORT will provide to CARRIER a certificate of insurance evidencing such coverage, and naming "Transport Investments, Inc., Subsidiaries and Affiliates" as additional insured.
5. The obligation of ESCORT to provide the pilot car services is exclusive to ESCORT. ESCORT may not subcontract this service to another escort to provide the pilot car service without the express written consent of CARRIER. If ESCORT hires another escort to provide a substituted service without this express written permission, it is agreed that ESCORT will remain responsible for the service as if it had performed the service directly. Further, it is agreed that CARRIER shall reduce the contracted price to be paid to ESCORT by twenty five cents (\$.25) per mile if ESCORT has not obtained prior written permission from CARRIER.
6. The compensation which shall be paid by CARRIER to ESCORT will be agreed upon by the parties prior to the performance of any service by ESCORT. Rate charged by ESCORT for service performed is subject to reasonable and customary limits in the sole discretion of

CARRIER. Any published tariff rates ESCORT may have shall not apply to any services provided to CARRIER.

7. By virtue of this signed Agreement, ESCORT agrees to allow CARRIER to obtain an MVR for ESCORT's drivers. If ESCORT is using drivers other than the signatory below, ESCORT acknowledges having received written approval from driver(s) allowing ESCORT and/or CARRIER to obtain MVR(s).
8. Prior to payment of invoices from ESCORT, CARRIER must have on file from ESCORT the following documents: this signed Agreement; pilot car/escort vehicle questionnaire; the insurance certificates referenced herein; state certification; driver's license(s); movement process plan form; and a signed W-9 form. Except as otherwise provided, CARRIER shall pay ESCORT's invoices within fourteen (14) days of receipt of invoice and any other documentation as may be required by CARRIER. ESCORT'S invoices shall reference CARRIER's load number to assure prompt payment.
9. ESCORT agrees to indemnify, defend and save harmless CARRIER and its agents, servants, and employees against all claims, liabilities, losses, damages, cost or expenses (including reasonable attorney's fees and expenses) arising in connection with any lawsuit, regulatory action, liability, obligation, demand or claim, or any injury to or death of person(s), or damage to or loss of property and resulting from any act and/or omission of ESCORT and/or its agents, servants and employees arising under this Agreement or resulting from ESCORT'S failure to comply with the provisions of this Agreement. Nothing shall require the ESCORT to indemnify, defend, or save harmless CARRIER for the portion of any such claims, liabilities, losses, damages, costs or expensed that are attributable to the sole negligence or omission of CARRIER.
10. This Agreement will not be modified except by a written agreement signed by both parties.
11. This Agreement will continue in effect until terminated by either party on thirty (30) days prior written notice.
12. This Agreement will be construed in accordance with the laws of the Commonwealth of Pennsylvania. ESCORT acknowledges that it will be subject to the jurisdiction of the federal and state courts in Pennsylvania without giving effect to the principles of conflict of laws.

The remainder of this page is intentionally blank

IN WITNESS WHEREOF, the parties hereto enter into this Agreement on the ____ day of _____, 20__, which shall be the effective date.

American Transport, Inc. (MC# 147734)

By: _____

Printed Name: _____

Title: _____

Aetna Freight Lines (MC# 200014)

By: _____

Printed Name: _____

Title: _____

Greentree Transportation Company (MC# 158998)

By: _____

Printed Name: _____

Title: _____

Marathon Transport, Inc. (MC# 320050)

By: _____

Printed Name: _____

Title: _____

ATI Trucking, LLC (MC# 762495)

By: _____

Printed Name: _____

Title: _____

Escort acknowledges receipt of the entire document consisting of 3 pages and accepts the terms and conditions contained therein.

Escort

By: _____

Printed Name: _____

Title: _____

PILOT CAR/ ESCORT VEHICLE QUESTIONNAIRE

COMPANY NAME _____

ADDRESS _____

CONTACT NAME _____

CELL NUMBER _____

CONTACT 2 NAME _____

CELL NUMBER _____

GENERAL LIABILITY INSURANCE LIMIT \$ _____

INITIAL YOUR ACCEPTANCE OF EACH OF THESE REQUIRED PROVISIONS

- _____ I agree that any personnel supplied to Carrier will be at least 21 years of age.
- _____ I agree that anyone operating an escort vehicle while providing services to Carrier will have a valid driver's license.
- _____ I agree to maintain a minimum of \$1,000,000 Auto Insurance and \$1,000,000 General Liability Insurance coverage at all times while providing services to Carrier.
- _____ I agree to maintain any certifications required by any of the states in which I will be providing services for Carrier.
- _____ I agree to abide by all federal, state, and local laws while providing services for Carrier.
- _____ When providing over-height pole services for Carrier, I understand that poles are to be set at 6 inches higher than the load I am escorting.
- _____ When providing over-height pole services for Carrier, I agree to immediately and clearly notify the Carrier driver any time the pole strikes any overhead object.
- _____ When providing over-height pole services for Carrier, I understand that I must re-check the pole height after all instances when the pole strikes an overhead object.
- _____ When providing over-height pole services for Carrier, I agree to re-check my pole height no less than once per day during a "routine stop". This check is in addition to the pre-travel check each day, and in addition to the mandatory re-checks after each pole strike.
- _____ I agree to promptly report any actions by any Carrier driver that, in my opinion, have the potential to cause loss of life, bodily injury, or serious property damage, by calling the safety department or dispatch department of Carrier at 412-490-6040. After hours, the number is 888-278-0623.

Name _____ Signature _____

Date _____

THE TRANSPORT INVESTMENTS FAMILY OF COMPANIES



Movement Process Plan Training Approved

Please read the following statements, sign below and either e-mail to escorts@thetii.com or fax to the Escort Coordinator at 412-490-6188.

I hereby acknowledge that I have been given training and the opportunity to read and become familiar with Movement Process Plan containing the current policies and procedures that Carrier requires as of September 2010.

I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures in this Plan. I also understand that I have the opportunity to ask questions about any policy or procedure in this Plan, which is unclear to me, I am aware that this Plan is available at any time for my reference and I have received a copy.

I understand that I am fully responsible to meet the requirements in this Plan. If I fail to meet these requirements, I understand that my contract with Carrier will be terminated immediately and I will be held liable for any damages that occurred from my failure to follow the Plan.

I understand that Carrier can change any of the policies, procedures or practices in this Plan at any time. Carrier will notify me of those updates or changes.

Escorts Printed Name

Signature

Escort Company

Return by email or fax to:

Escort Coordinator
100 Industry Drive
Pittsburgh, PA 15275-1014
Email: newescort@thetii.com
Fax: 412-490-6188

Identifier: MPP-003	Revision: 6	Issue Date: May 3, 2012	Carrier: Aetna Freight Lines American Transport, Inc. ATI Trucking, LLC Greentree Transportation Company Marathon Transport, Inc.
Author: David Hartman Revision by Anthony Guiffre and Adeshewa Balogun			
Reviewer: Bruce McAdams and Joseph Hartle; Thomas Jacques			
<p style="text-align: right;">***This goes with the Movement Process Plan Training Approved form. Pages #1-14 are for you to review and have on file. We do not need them sent back in***</p> <p>Safety and Operations Departments Policies and Procedures</p> <p>Movement Process Training Manual For Escorts</p> <p>(Qualification, Approval, Equipment, Communication, and Incidents)</p>			
Job Title: Escort		<i>The purpose of this document is to set forth the daily actions completed by an escort in their functional area of the company.</i>	

1. Overview/procedure description (Purpose)

Carrier requires escorts to meet minimum standards before use. This enables Carrier to ensure an acceptable level of competency, with a minimum level of escort liability insurance to protect Carrier and customers in the event of a crash involving escort failure or negligence.

Carrier drivers are expected to perform a visual examination of the escort vehicle, the pole car, the pole car attachment, and the escort driver, to ascertain if the escort is safe and reliable.

Expectations and procedures must be communicated to the escort prior to hire, before a trip, and each day during the trip. All incidents will be addressed and courses of action will be followed.

2. Scope and authority

Escort companies must be approved in advance by the Escort Coordinator before any contractor is permitted to use that escort. Only a Manager or Vice President can deviate from this procedure.

The Carrier driver has full authority to reject an escort if the escort is unsafe in any manner, or if the vehicle or driver does not meet the Carrier driver's expectations. No associate of Carrier will require a Carrier driver to use an escort that he/she has rejected. A Carrier manager or associate may reject the use of an escort for safety or reliability reasons, even if the Carrier driver has approved the escort.

3. Responsibilities

This document details how to become a Carrier authorized escort. It is the escorts' responsibility to fulfill all of the requirements to become Carrier approved. The Escort Coordinator can authorize an escort. Exceptions may only be made by a Manager or Vice President.

The Safety Manager, Vice President or President has the authority to direct Safety Department personnel to perform on-site or on-the-road inspections of escort services. Such inspections will typically include inspections of escort and Carrier vehicles and drivers.

On-site escort evaluations, pre-trip and during-trip planning are the primary responsibility of the Carrier driver. Should the Carrier driver have any concerns, his/her point of contact should be a supervisor or manager in the Safety or Operations Department.

4. Table of Contents for Procedures

5. Escort Qualification Procedures

<i>A. Currently Approved Escorts</i>	<i>pg. 4</i>
<i>B. Steps to Become an Approved Escort</i>	<i>pg. 5</i>
<i>C. Additional Information</i>	<i>pg. 6</i>

6. Escort Vehicle and Driver Evaluations

<i>A. Escort Vehicle and Pole Car Evaluation</i>	<i>pg. 6</i>
<i>B. Escort Driver Evaluations</i>	<i>pg. 7</i>

7. Escort Communication

<i>A. Escort Communication</i>	<i>pg. 8</i>
<i>B. When to Stop</i>	<i>pg. 9</i>
<i>C. When a Pole Hits an Object</i>	<i>pg. 10</i>

8. Escort Documents

9. Deliverables (Outputs)

<i>A. Escort Questionnaire</i>	<i>pg. 12</i>
<i>B. Daily Checklist</i>	<i>pg. 13</i>
<i>C. Movement Process Plan Training Approved</i>	<i>pg. 15</i>
<i>D. New Escort Setup Form</i>	<i>pg. 16</i>

CURRENTLY APPROVED ESCORT PROCESS***Already Approved Escort***

- 1) Before an escort is hired, the dispatcher or Carrier driver should first determine if that escort is already approved. Our approved escort list is posted on TILT. After logging into TILT, the dispatcher or Carrier driver should select the Reports tab, and then select "Transport Investments Approved Escorts".

Valid Insurance

- 2) The report titled "Transport Investments Approved Escorts" will state the expiration date.

Note: *The escort insurance policy must list TII as additional insured, covers \$1,000,000 of auto and general liability insurance, and the insurance policy must be valid (does not expire until 3 business days after the expected delivery date.).* This allows for any unanticipated delays enroute.

Expired Insurance

- 3) If the escort insurance is expired. The escort needs to contact the Escort Coordinator at 412-490-6040.

Signed Movement Training Doc

- 4) In addition, *in order to be an approved escort* this document must be read in its entirety and the Movement Process Training doc (location: page 15 of this packet) must be *signed, submitted and approved*.

Sending Movement Training Doc

- 5) If the escort has not submitted and signed the approved document, it can be emailed to escorts@thetii.com or fax to 412-490-6188.

Approval

- 6) An escort will not be hired until approved by the Escort Coordinator.

Not Approved

- 7) If the escort is not approved or has not been previously been set up, proceed to the qualification process for new escorts (see next page).

5B. Escort Qualifications

Steps to Become an Approved Escort

ESCORTS NOT CURRENTLY APPROVED

If an escort is not currently approved, the escort must call 412-490-6040, request the new escort setup packet and email escorts@thetii.com or fax 412-490-6188 the following completed and signed documents to the Escort Coordinator.

- Fill out and submit entire **New Escort Setup Packet (pages 16-24)**

The form is titled "New Escort/Pilot Car Setup" and contains fields for Name, Address, City, State, Zip, Phone, and Email. It also has checkboxes for "I am a member of the TII" and "I am not a member of the TII".

- Fill out and submit **Proof of \$1,000,000 of auto and \$1,000,000 of general liability insurance**

The form is titled "CERTIFICATE OF LIABILITY INSURANCE" and contains fields for Policy Number, Insured Name, Address, City, State, Zip, and Phone. It also has checkboxes for "I am a member of the TII" and "I am not a member of the TII".

- Fill out and submit **W-9 (page 18)**

The form is titled "W-9" and contains fields for Name, Address, City, State, Zip, and Phone. It also has checkboxes for "I am a member of the TII" and "I am not a member of the TII".

- Fill out and submit **Movement Process Training doc (page 15)**

The document is titled "Movement" and contains text about the movement process, including a definition of movement and a list of steps to follow.

- Fill out and submit **quick pay (optional on page 24)**

The form is titled "INSTANT PAY PROGRAM" and contains fields for Name, Address, City, State, Zip, and Phone. It also has checkboxes for "I am a member of the TII" and "I am not a member of the TII".

- Copy of Driver's License(s) and any other escort related certifications.
- Completed copy of Pilot Car Questionnaire (page 12).

Contracts to Submit for Set-up

The contracts are located in the New Escort Set-Up Packet.

Approval

Upon receipt, the Escort Coordinator will review the packet for completeness and accuracy. If approved, the escort will be notified of approval. Escorts will be added to the approved escort list and set up as an approved vendor for payment purposes.

Escort Questionnaire

The escort questionnaire is to be completed by all escort services prior to their use. The escort questioner is located on the next page.

Escort Evaluation

Escort Evaluation must be preformed as outlined in Section C.

Communication

The driver and the escort are to discuss the specifics of the materials to be hauled, customer's expectations and the planned route.

Escort Dismissal

If a driver becomes uncomfortable with an escort at any time the escort may be dismissed. If an escort is dismissed for any reason the escort will be notified by a Carrier Associate or Supervisor.

6A. Escort Vehicle and Pole Evaluation

Carrier drivers are responsible for a visual evaluation of the escort vehicle, pole, pole attachment mechanism, and escort driver.

- a. Vehicle- the Carrier driver shall do a walk-around inspection of the escort vehicle. Of primary concern are:
 - i. Tires- good tread depth, appear to be properly inflated
 - ii. Lights and lenses- Lights in good working order, inc. turn signals and brake lights; no cracked or missing lenses that would constitute a safety hazard.
 - iii. Windshield- No cracks or stars in driver's field of vision. This is critical! If the driver can't see overhead obstructions clearly, how can he safely escort you?
 - iv. Overall general condition and cleanliness of vehicle. If the vehicle appears to be in poor condition or is extremely messy inside, the escort will be rejected.
- b. Pole and Attachment. Pole should be of professional quality and securely mounted.
 - i. Is pole rigid enough that it will not deflect when in motion?

- ii. A steel pole should be avoided to eliminate possible electrocution from contact with electric poles.
- iii. Is attachment device secure and dependable? Is the attachment point of the escort vehicle in good condition and secure? Duct tape is not an acceptable securement method, nor is any type of strapping. If you determine that the pole can slip within its securement apparatus, it is NOT ACCEPTABLE.
- iv. The top of the pole must have some sort of visual indicator (paint or tape in a color that contrasts with the pole) 2 inches from the top of the pole, 4 inches from the top, and 6 inches from the top. This will help you determine the distance from the top of the pole of any impact. This will also enable you to determine if the top of the pole has broken off from any impact.

6B. Escort Driver Evaluation

Examine the escort driver's license and certifications.

- a. Examine the escort driver's license.
 - i. All escort drivers must be at least 21 years of age.
 - ii. Note any limitations, especially as regards vision. If corrective lenses are indicated, ensure driver is wearing them at all times when driving.
 - iii. If driver claims to be wearing contact lenses, insist on seeing some paraphernalia that will confirm that, e.g., a contact lens case, or saline solution.
- b. A number of states require that escorts be certified. If your trip involves travel in or through these states, you must confirm that the escort has proper certification: Arizona; Colorado; Florida; Georgia; Minnesota; North Carolina; New York; Oklahoma; Utah; Virginia; and Washington.
 - i. Some of the states will accept certification from some of the other states.
 - ii. Complete details may be found in the Steel Carriers & Riggers Association Oversize/Overweight Permit Manual, Pilot Car Escort Certificate manual section. The permit department has a copy of this manual and can advise drivers and dispatchers.
- c. Does driver seem alert and aware? Does he appear to be under the influence of alcohol or drugs? Converse with the escort driver to determine his mental state.
- d. Does escort driver have any hearing defects that would inhibit his or her ability to safely escort? Drivers with apparent hearing defects must be rejected immediately.
- e. While enroute, be alert to signs of alcohol or substance abuse. If your escort driver is drinking more than two or three standard-sized drinks in the evening after work, or is spending more time

in any drinking establishment than seems acceptable, consider this a warning sign. YOU MUST IMMEDIATELY REJECT OR TERMINATE ANY ESCORT DRIVER WHO IS VISIBLY INTOXICATED OR CLEARLY UNDER THE INFLUENCE OF ALCOHOL OR DRUGS, EVEN IF THIS OCCURS OUTSIDE OF WORK HOURS OR ON DAYS WHEN WORK IS NOT BEING PERFORMED!

7A. Escort Communication

PRE-TRIP COMMUNICATIONS.

Carrier driver and escort shall communicate prior to each trip, and prior to travel each day, using these procedures.

- a. After Carrier driver and escort measure load independently, compare measurements.
 - i. Refer to "Measurement of OD loads Standard Operating Procedures" for this procedure.
 - ii. If measurements are not identical, each party is to repeat the measurement with other party observing.
 - iii. If the disagreement continues, the greater of the dimensions shall be used.
- b. After escort sets pole 6 inches higher than tallest point of load, Carrier driver shall confirm pole height and its securement. See the OD Load Measurement Standard Operating Procedures for details.
- c. Review the day's trip with the escort(s).
 - i. If you have multiple escorts, involve all of them in the process, not just the front escort or the pole car escort.
 - ii. Utilize a map while reviewing the trip.
 - iii. Review the route survey together for the portion of the trip expected to be completed that day. Ensure both parties have a copy.
 - iv. Review the permits for the states in which travel is expected that day.
 - a. Ensure both parties have a copy.
 - b. If provision sheets are indicated, ensure both parties have copies.
 - c. Provision sheets for all states may be found on our website, without the need to log into TILT. On the home page, www.thetii.com, click on the Carrier's logo on the right; click on Provision Forms on the right; and select the state(s) needed.
- d. Discuss all ramps to be taken that day, both on- and off-ramps.

- e. Discuss possible problems that could be encountered that day. These could include but are not limited to weather, tight turns, difficult intersections, curfews, safe harbors, traffic concerns, railroad crossings and other road imperfections.
 - i. The Carrier driver or the front escort vehicle should take notes about all expectations during the trip. The front escort should carry that document, refer to it during the trip, and advise the Carrier driver of upcoming "events". The escort driver should also add to it as the trip progresses, for reference on future loads on that same route.

7B. When to Stop

- a. Discuss method(s) of communications while enroute. Refer to the "Driver-Escort Communications Standard Operating Procedures" document for complete details.
 - i. If using a CB radio, select a frequency (channel) with low usage to minimize interference with other parties. Select a secondary frequency.
 - ii. If it is determined that communications are lost between vehicles, everyone must STOP IMMEDIATELY until communications have been re-established.
 - iii. Discuss acceptable alternates if primary communication mode can not be restored. Use of a cell phone is acceptable if all parties have a hands-free function available and in use.
 - iv. When a pole car escort goes under any overhead obstruction, he or she must communicate whether the pole cleared or hit. If this communication is not made, the Carrier driver must STOP IMMEDIATELY until communications are established and the pole car has communicated that the pole cleared.
- b. Arrange for a "stop word" that, when used by the escort 3 or 4 times in rapid succession, will be cause for the Carrier truck to stop immediately. The suggested communication is "STOP STOP STOP STOP". Discuss what to do if communications fail. In this event, both vehicles must stop IMMEDIATELY unless it is impossible or unsafe to do so. In no event will the Carrier driver proceed under any overpass while communications are absent.
- c. Discuss minimum following distance, which in no case shall be less than ¼ mile. The minimum following distance must be increased as the traveling speed increases.
 - i. In the event that the Carrier driver is, in your opinion following the escort vehicle too closely:
 - a. Notify the Carrier driver immediately to back off to a proper following distance.
 - b. If the Carrier driver fails to fall back to a safe following distance, stop at the next safest place (do not go under any overhead obstructions) and discuss with the Carrier driver the following distance requirements.

- c. If the Carrier driver still, in your opinion is following too closely it is your responsibility to stop at a safe location and notify Carrier immediately.

7C. When a Pole Hits an Object

- a. Discuss course of action if pole hits any object.
 - i. Escort is to use pre-arranged "stop word".
 - ii. Carrier truck must stop **IMMEDIATELY**.
 - iii. If there is a ramp available to bypass an overpass/ overhead obstruction, follow these procedures:
 - a. Exit ramp and re-entry ramp must be "direct", with re-entry at the same intersection as the end of the exit ramp.
 - b. Carrier truck must be able to get on the ramp without backing up.
 - c. Carrier driver must place triangles while on the side of the road.
 - d. Pole car escort must survey both ramps and the intersection, while maintaining pole height at 6 inches above load height. Escort will also pay close attention to crowns that may cause the load to "bottom-out".
 - e. If survey determines ramp route is clear and safe, both parties may circumvent the overpass using the exit ramp.
 - iv. If no exit ramp is available, the Carrier driver will determine if he can lower the ride height to maintain 6 inches clearance. If so, follow these procedures:
 - a. Determine with pole car escort how much additional clearance is required.
 - b. Reduce ride height by this amount and re-measure the load. See "OD Load Measurement Standard Operating Procedures".
 - c. Pole car driver shall position their self in the best possible vantage point to see the clearance between the load and the overpass, and shall communicate with Carrier driver using hand-held CB radio.
 - d. Wait for a break in traffic to the rear and, then proceed at slow speed.
 - e. Upon clearing overpass, re-set the load ride height and measure the load again.
 - v. If neither of above options is available, the Carrier driver shall contact the permit department at 412-490-6040, after placing triangles. The permit department will contact the state for an alternate route that will enable us to maintain 6 inches clearance.

- vi. If state can not or will not provide an alternate route that will maintain 6 inches clearance, the Carrier driver will determine if he/she can maintain a 3 inch clearance after ride height is lowered. If so, driver may proceed under overpass using the procedures in iv. Above, with the exception that the Carrier truck will proceed at SLOWEST POSSIBLE SPEED. If the Carrier driver determines that a police escort is needed to minimize the chance of being rear-ended, he/she shall arrange for a police escort before proceeding.
- vii. If none of the above options are available, contact the permit department or safety department for assistance. Carrier will research all available options, which may include contacting the shipper or owner of the goods or contacting the police for routing assistance.
 - a. Carrier driver and escort should independently check pole height every time the vehicles stop during the day.
 - b. Carrier driver and escort should independently check load height immediately after the Carrier driver adjusts the height of the load to clear any obstacles above or below the load.

8. Escort Documents

For a load that requires a pole car, Carrier drivers will complete an "Over-dimensional Load Daily Checklist" and submit it with the paper work for the rest of the load. See page 13. Contractors who fail to submit this form are subject to disciplinary action up to and including revocation of their privilege to handle over-dimensional shipments for Carrier.

This form is available on our website. From the home page, click on the Carrier's logo, and then on "Contractor Forms". Carrier drivers must insure that the pole car driver has also signed or initialed where indicated.

9. Deliverables (Outputs)

Upon approval, each escort company is added to the list of approved escorts. Verbal approval is given to the party requesting the addition of the escort.

IN CONCLUSION

1. Escorts must be approved by the company in advance.
2. The Carrier driver has full authority to reject an escort.
3. The Carrier driver is responsible for evaluation of the escort and their equipment.
4. A high pole must be set at a minimum of 6" higher than the tallest point of the load.
5. Carrier driver and Escort must complete pre-trip communication.
6. Escort must communicate to Carrier driver all overhead obstructions.
7. Know the course of action if the high pole strikes any object.
8. It is the Carrier driver's responsibility to complete the Over-dimensional Load Daily Checklist.

***You and our driver will fill these out together, but they will turn it in with thier paperwork. It's not something you will need to turn in.

OVER-DIMENSIONAL LOAD DAILY CHECKLIST

DRIVER _____ ESCORT _____

LOAD NO. _____ DATE _____

PRE-TRIP

- TRUCK
 - _____ PRE-TRIP INSPECTION
 - _____ LOGBOOK CURRENT
 - _____ ALL REQUIRED PLACARDS, SIGNS, LIGHTS IN PLACE
 - _____ LOAD PROPERLY SECURED
 - _____ HEIGHT MEASURING POLE
- PERMITS
 - _____ PERMITS IN HAND FOR ALL STATES FOR THE DAY
 - _____ REVIEW ROUTES AND RESTRICTIONS
 - _____ PROVISION SHEETS IN HAND
 - _____ REVIEW RESTRICTIONS
 - _____ ROUTE SURVEY IN HAND
 - _____ REVIEW ROUTE SURVEY
 - _____ IF BEING ESCORTED, DOES ESCORT HAVE PERMITS, ROUTE SURVEY AND PROVISION SHEETS?
 - _____ REVIEW ROUTE AND RESTRICTIONS WITH ESCORT
 - _____ REVIEW SAFE STOP LOCATIONS, AND CONDITIONS UNDER WHICH TO STOP
- HIGH POLE CARS
 - _____ MEASURE LOAD
 - _____ ESCORT MEASURE LOAD INDEPENDENTLY
 - _____ MEASURE HEIGHT POLE
 - _____ DOES POLE LOOK TO BE OF GOOD QUALITY AND CONDITION
 - _____ ESTABLISH PROPER FOLLOWING DISTANCE, NO LESS THAN ¼ MILE
 - _____ ESTABLISH COMMUNICATION PROCEDURE
 - _____ IF COMMUNICATIONS FAIL, STOP IMMEDIATELY!
 - _____ DISCUSS SPEED OF TRAVEL AND AREAS OF REDUCED SPEED
 - _____ DISCUSS COURSE OF ACTION IF POLE HITS ANY OBJECT
 - _____ SUBMIT THIS REQUIRED CHECKLIST TO DISPATCH BEFORE PROCEEDING

ENROUTE

- AT ALL STOPS
 - _____ RE-MEASURE LOAD HEIGHT AND POLE HEIGHT IF POLE CAR PRESENT.
 - _____ ESCORT RE-MEASURE LOAD AND POLE HEIGHT
- AFTER ALL LOAD HEIGHT ADJUSTMENTS
 - _____ RE-MEASURE LOAD HEIGHT
 - _____ ESCORT RE-MEASURE LOAD HEIGHT
 - _____ REPORT DETAILS OF STOP TO DISPATCH BEFORE PROCEEDING!

HEIGHT/WIDTH CHECKS

1	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____
2	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____
3	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____
4	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____
5	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____
6	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____
7	TIME _____	LOCATION _____	PURPOSE _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	ESCORT INITIALS _____
	HEIGHT MEASUREMENT _____	WIDTH MEASUREMENT _____	DRIVER INITIALS _____

- _____ SUBMIT THIS CHECK LIST TO DISPATCH AT THE END OF THE DAY.

DRIVER SIGNATURE _____ DATE _____

ESCORT SIGNATURE _____ DATE _____

FAX TO: 866-388-5710 OR EMAIL TO: billing@thetii.com

THE TRANSPORT INVESTMENTS FAMILY OF COMPANIES



Green Tree Transportation Company

INSTANT PAY PROGRAM (IPP)



The above companies pay all escorts and pilot cars within 14 days from receipt of your invoice, along with all required original paperwork from the escorted Contractor. However, we also offer an instant pay alternative; please indicate your acceptance of the terms of this agreement.

INSTANT PAY REQUEST AND AUTHORIZATION (Check one)

- ☐ We would like to be paid within 24 hours of receipt of our invoice (authorized by the escorted Contractor). We understand the charge for this service is 3% of the amount of the invoice.

METHOD OF PAYMENT (Check One)

- ☐ We would prefer to be paid on a Comdata card (additional service fees apply)
- ☐ We would prefer to be paid on an EFS card (additional service fees apply)-- Has direct deposit option. Must provide copy of voided check.
- ☐ We would prefer to be paid via Comdata Express Check (additional service fees apply)--Only for initial payments After that must choose a card option.
- We request all future invoices to be paid by the above-indicated method.

Name: _____

Address: _____

Contact and Phone# _____

Signature _____ Title _____ Date _____

Please return this form to: Escort Coordinator
100 Industry Drive
Pittsburgh, PA 15275-1014
Email: escorts@thetii.com
Fax: 412-490-6188

Please send all invoices to: Settlements Department
100 Industry Drive
Pittsburgh, PA 15275-1014
Email: escorts@thetii.com
Fax: 412-490-6189