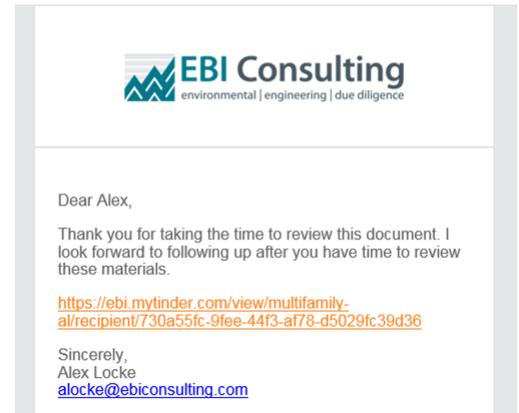


TinderBox

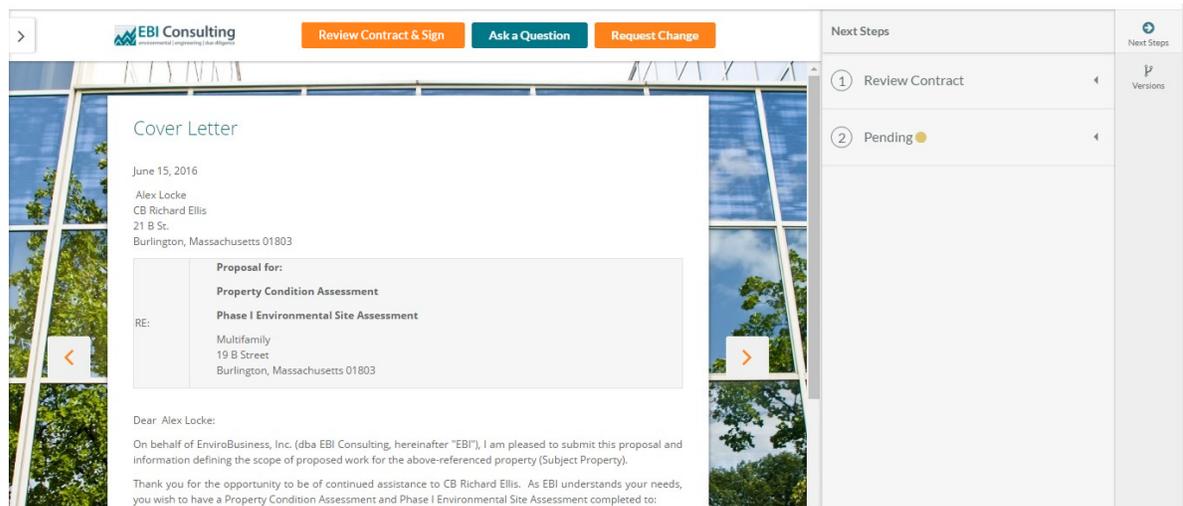
TinderBox is EBI Consulting's new contract proposal application. It uses a combination of its own interface as well as DocuSign.

Email Notification

- ◇ You will receive an email similar to the one on the right when your respective salesperson sends you a proposal to review.



- ◇ By clicking the personalized link, you are taken to a screen which allows you to look over your proposal.



- ◇ **Note:** At the bottom of the email you receive, there is a public link available that you can share with others if they would like to read over the proposal; they will **ONLY** be able to read the document.

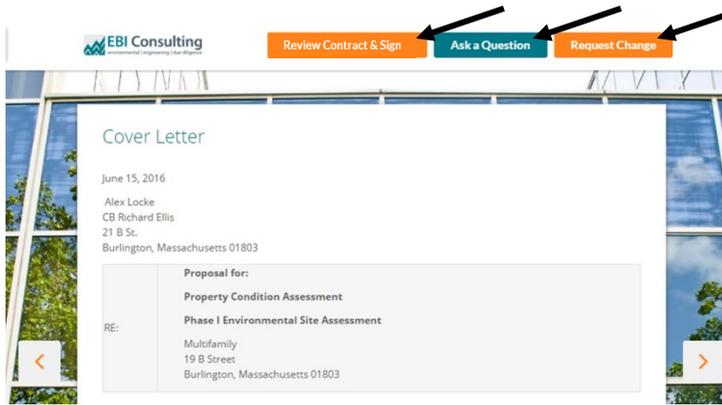
Proposal Review/Signing Process

You will be given either the title of “Signer” or “Collaborator.” If you are a Signer, you will be able to:

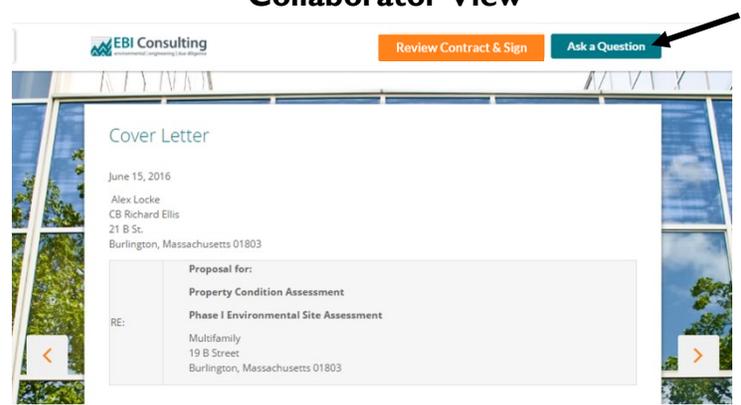
- ◇ Request Change
- ◇ Ask a Question
- ◇ Review Contract & Sign

If you are a Collaborator, you can ONLY ask questions. If you try to sign the document, a pop-up will inform you that you can’t do it.

Signer View

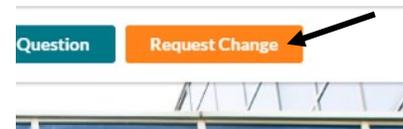


Collaborator View

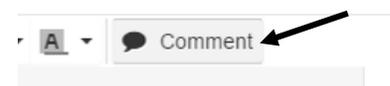


If you are a Signer and you want to request a change:

- ◇ Click the “Request Change” button.
- ◇ Edit the document by deleting what you don’t want in, add in what you want, etc. If you delete something, it’ll be redlined. If you add something, it’ll be highlighted in blue.
- ◇ You can also add comments to your changes by clicking the “Comment” button.
- ◇ Highlight the portions of the document you would like to comment on.
- ◇ Fill in the section that says “Leave a comment...” with your change suggestion. Once it’s filled out, hit the “Enter” key on your keyboard.
- ◇ After you’ve made all of your edits, click the “Submit for Approval” button.



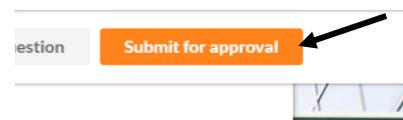
Our understanding of the Subject Property details is included in the table for the authorization page of this engagement letter. Please review and complete the table to the best of your ability. **Should no physical street address be available for the Subject Property, EBI requires a map of the site location, as well as the latitude and longitude coordinates so that the environmental database report can be accurately plotted.** EBI requires all this critical data, and we cannot commence work without all information being complete. The site contact should be an individual with first-hand knowledge of the Subject Property operations. **Add this in.**



Dear Alex Locke:
On behalf of EnviroBusiness, Inc. (dba EBI Consulting, hereinafter “EBI”), I am pleased to submit this proposal and information defining the scope of proposed work for the above-referenced property (Subject Property).

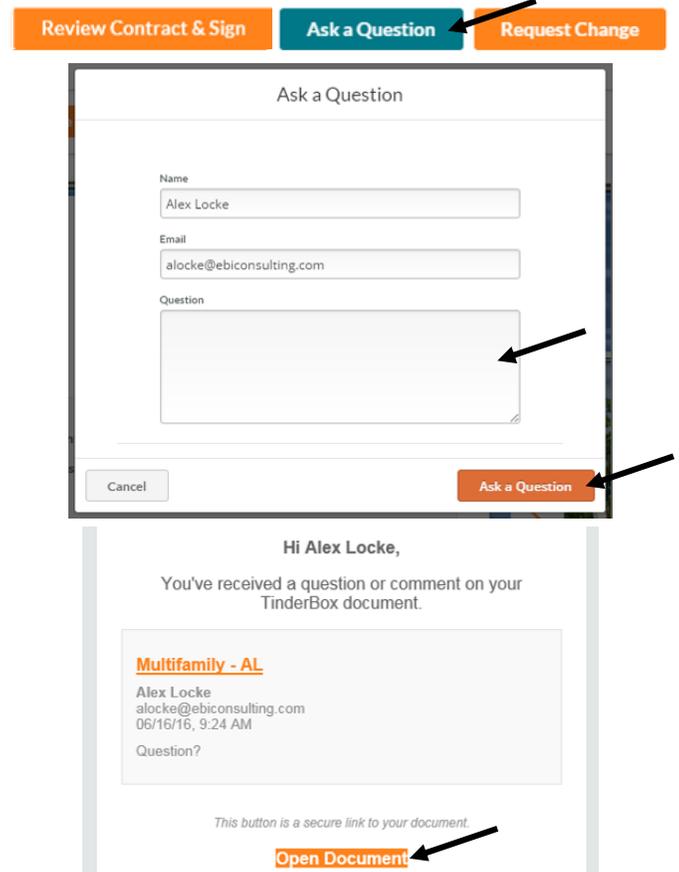


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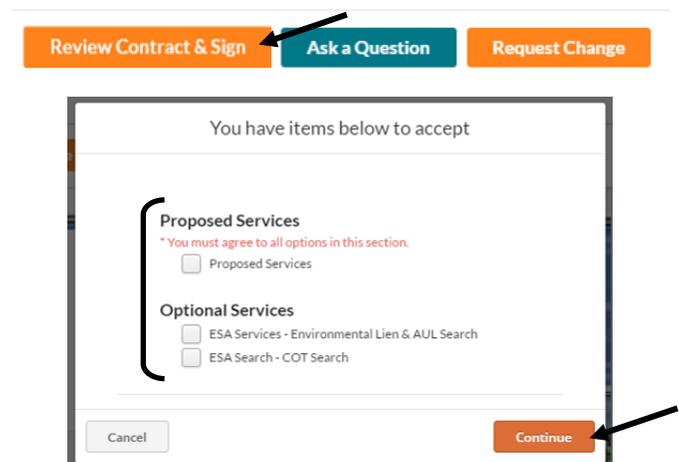
If you're a Signer/Collaborator and you want to ask a question:

- ◇ Click the "Ask a Question" button.
- ◇ Fill out the "Question" portion of the "Ask a Question" pop up. Then click the "Ask a Question" button when you're all set.
- ◇ **Note:** If changes have been requested, you won't be able to ask a question until they've been reviewed. Submit your questions BEFORE submitting changes.
- ◇ When you ask a question, your salesperson will be notified via email of your question.



If you're a Signer and you want to approve the proposal:

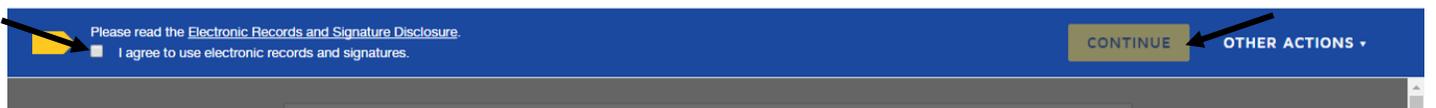
- ◇ Click the "Review Contract & Sign" button.
- ◇ You will be prompted with items you have to check off. The "Proposed Services" checkbox MUST be checked. There might also be "Optional Services" available to check off. Once you check off the boxes, click "Continue."



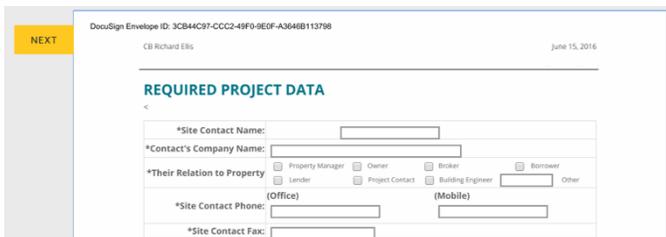
- ◇ You will be brought to the DocuSign page. First, check off the "I agree to use electronic records and signatures." Then click "Continue."

Please Review & Act on These Documents

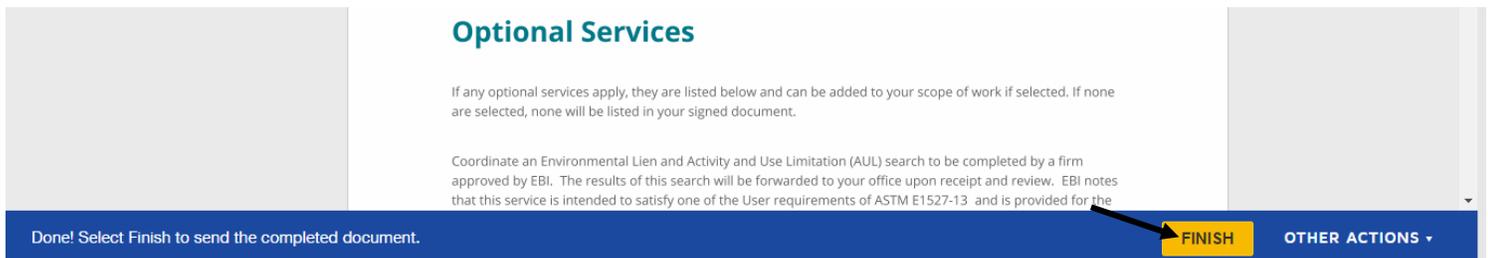
 **Milissa Marra**
TinderBox OBO EBI Consulting



- ◇ The best way to navigate is by clicking the tab on the left-hand portion of the screen. It will bring you to the top of each page and to all areas that can/need to be signed, initialed, filled in, etc.
- ◇ As you navigate the document, you will be prompted to input information. If you are using the tab to navigate through the document, it will continue to cycle through the document until you have completed all of the required fields.
- ◇ You should fill out both the “Required Project Data” section as well as the “User Questionnaire.”



- ◇ Once the required fields are filled in, initialed, signed, etc., the “Finish” button will be available. Click the button once you complete filling in the document.



- ◇ **Note:** If you don't see the “Finish” button, then a required field is not filled in. It won't be available until **ALL** required fields are filled in, so you should go through the document and verify that no required fields were skipped.

- ◇ You will be transferred back to the TinderBox view of the document. If you would like, you can download a PDF of the signed contract.

