

**ESCROW ORDER FORM INSTRUCTIONS
NORTH AMERICAN CONSTRUCTION SERVICES, INC.
1710 NORTH DOUGLAS DRIVE, SUITE#109
GOLDEN VALLEY, MINNESOTA 55422
800-936-6227
763-546-1822 (FAX)**

GETTING STARTED:

1. Attached, please find an escrow order form. This form needs to be completed in its entirety. Please read the form and make sure that all of the conditions of the underwriting approval with regards to escrow are contained within the escrow order form.
2. We need to get a copy of the contract or award letter to prepare the Escrow Agreement.
3. A copy of the General Indemnity Agreement or General Agreement of Indemnity.
4. Please review the Escrow Order form, specifically Special Conditions. If necessary, attach a separate sheet of paper explaining the conditions or any additional conditions not listed on this form.
5. When the above items 1 through 4 are complete and the Escrow Order form is signed, you may fax the information to 763-546-1822 or e-mail to mpecard@nacsescrow.com.

PROCEDURES UPON RECEIPT OF ESCROW ORDER FORM BY NACS:

1. NACS receives the items in Getting Started.
2. NACS sets up the Escrow Agreement per the Escrow Order Form.
3. NACS sets up the Escrow Account with the Bank.
4. Contractor receives the Escrow Agreement and the documents are completed, signed by all the parties including owner(s) and the obligee on the Exhibit 1 document found within the escrow agreement and returned to NACS at 1710 North Douglas Drive, Suite #109, Golden Valley, Minnesota 55416. To expedite the process a signed and copy of all documents can be scanned and emailed to mpecard@nacsescrow.com.
5. Included in the return package is a check made payable to North American Construction Services in the amount of \$250.00 to set up and remain in the escrow account. This amount remains in the account to keep it open and ready to receive future payments.

6. Once NACS receives and signs the escrow agreement, NACS will then forward to the bank an original copy of the agreement for signature and any other items requested by the bank.
7. Contractor is responsible for reading and complying with the escrow agreement and will provide requested information related to the Job Cost Breakdown, and any other forms requested by NACS.

THIS SPACE INTENTIONALLY LEFT BLANK