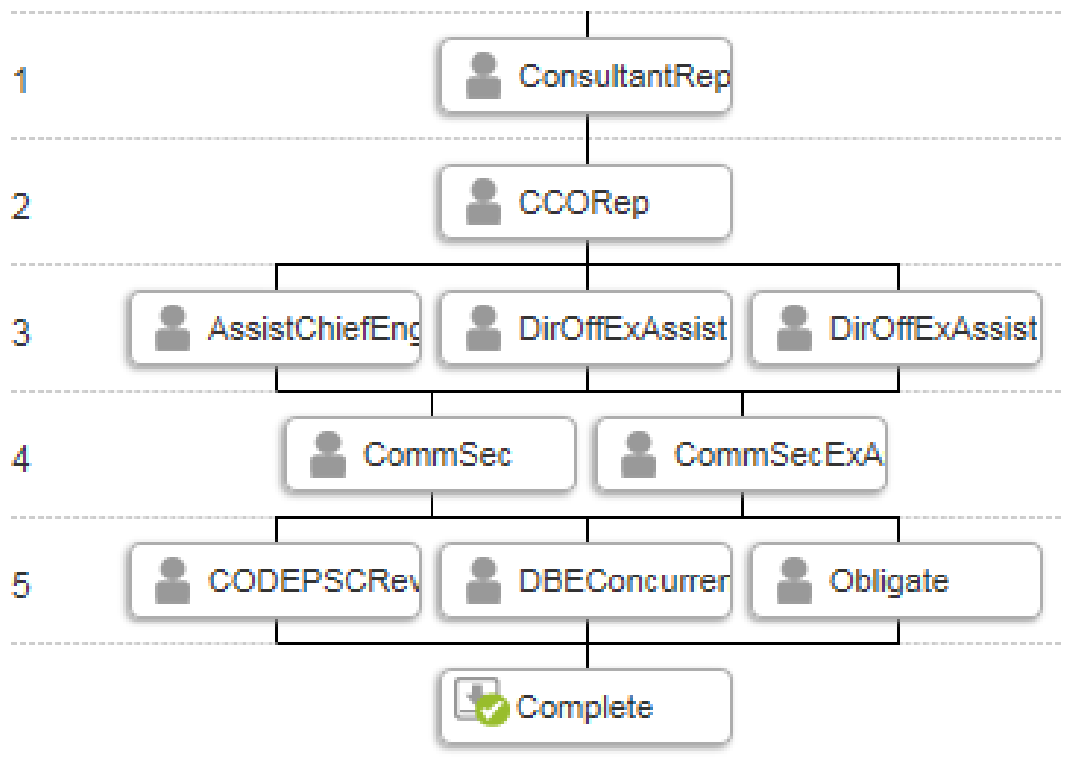


For consultant agreements executed by the Assistant Chief Engineer, use the following in DocuSign:

Please be sure to enter the access code for the consultant under “Identify” and check the box. In addition, please add notes for the email groups “CODEPSCReview”, “DBEConcurrence”, and “Obligate” as shown below.

Order	Email	Name	Action	Identify
1	InsertEmailOfConsultantRep	InsertNameOfConsultantf	Sign	Email,AC
2	InsertEmailOfCCORep	InsertNameOfCCORep	Sign	Email
3	InsertEmailofAssistantChiefEngineer	InsertNameofAssistantCh	Sign	Email
3	InsertEmailOfDirectorsOfficeExAssist	InsertNameOfDirectorsOf	Receive a copy	Email
3	InsertEmailOfDirectorsOfficeExAssist	InsertNameOfDirectorsOf	Receive a copy	Email
4	InsertEmailOfCommissionSecretary	InsertNameOfCommissio	Sign	Email
4	InsertEmailOfCommissionSecretaryE:	InsertNameOfCommissio	Receive a copy	Email
5	CODEPSCReview@modot.mo.gov	CODEPSCReview	Receive a copy	Email
5	DBEConcurrence@modot.mo.gov	DBEConcurrence	Receive a copy	Email
5	Obligate@modot.mo.gov	Obligate	Receive a copy	Email



Customize email language for each recipient

Note to CODEPSCReview

Fully executed consultant agreement for you records.



Note to DBEConcurrence

Requesting concurrence in DBE Participation.



Note to Obligate

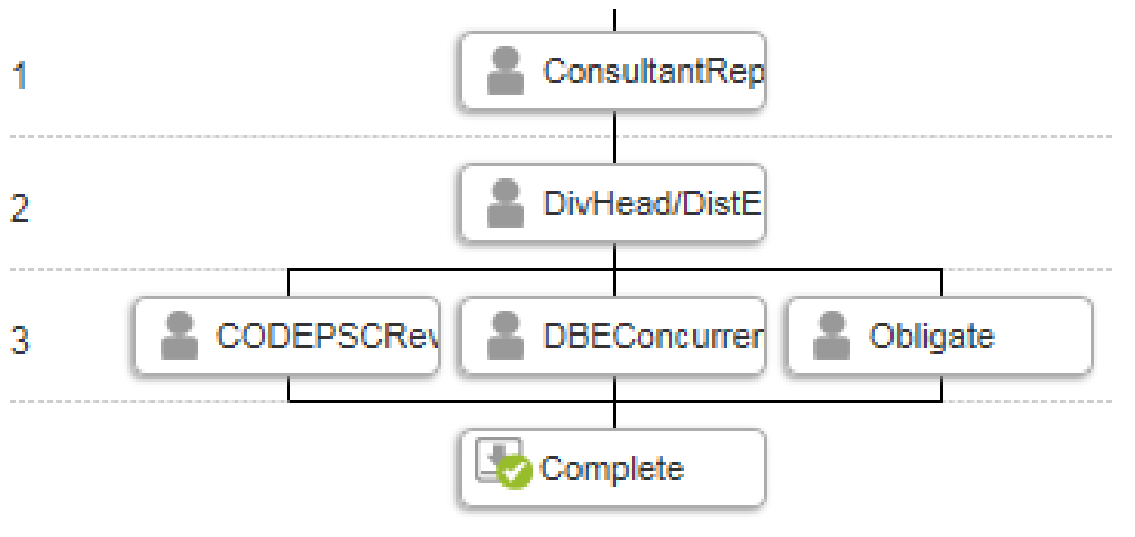
Please obligate funds for this consultant contract.



For consultant agreements executed by a District Engineer/Division Head, use the following in DocuSign:

Please be sure to enter the access code for the consultant under “Identify” and check the box. In addition, please add notes for the email groups “CODEPSCReview”, “DBEConcurrence”, and “Obligate” as shown below.

Order	Email	Name	Action	Identify
1	InsertEmailOfConsultantRep	ConsultantRep	Sign	Email,AC
2	InsertEmailOfDivHead/DistEng	InsertNameOfDivHead/Di	Sign	Email
3	CODEPSCReview@modot.mo.gov	CODEPSCReview	Receive a copy	Email
3	DBEConcurrence@modot.mo.gov	DBEConcurrence	Receive a copy	Email
3	Obligate@modot.mo.gov	Obligate	Receive a copy	Email



Customize email language for each recipient

Note to CODEPSCReview
Fully executed consultant agreement for you records.

Note to DBEConcurrence
Requesting concurrence in DBE Participation.

Note to Obligate
Please obligate funds for this consultant contract.