



CARL WARREN & COMPANY

Claims Management and Solutions

EXHIBIT A

FORM OF PAYMENT GUIDELINES

These Payment Guidelines are entered into between **CARL WARREN & COMPANY** (the "Contractor") and **MOUNT DIABLO UNIFIED SCHOOL DISTRICT** (the "Principal") pursuant to that certain Third Party Claims Administration Contract (the "Agreement"), dated as of **NOVEMBER 1, 2016** between Contractor and Principal, and is incorporated in, and subject to, the Agreement.

Authority Limit: \$ _____

Other Payment Procedures:

[insert]

These Payment Guidelines will become binding on Contractor and Principal on the date that they have been executed by each such party as set forth below.

(CONTRACTOR)

(PRINCIPAL)

CARL WARREN & COMPANY

MOUNT DIABLO UNIFIED SCHOOL DISTRICT

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____