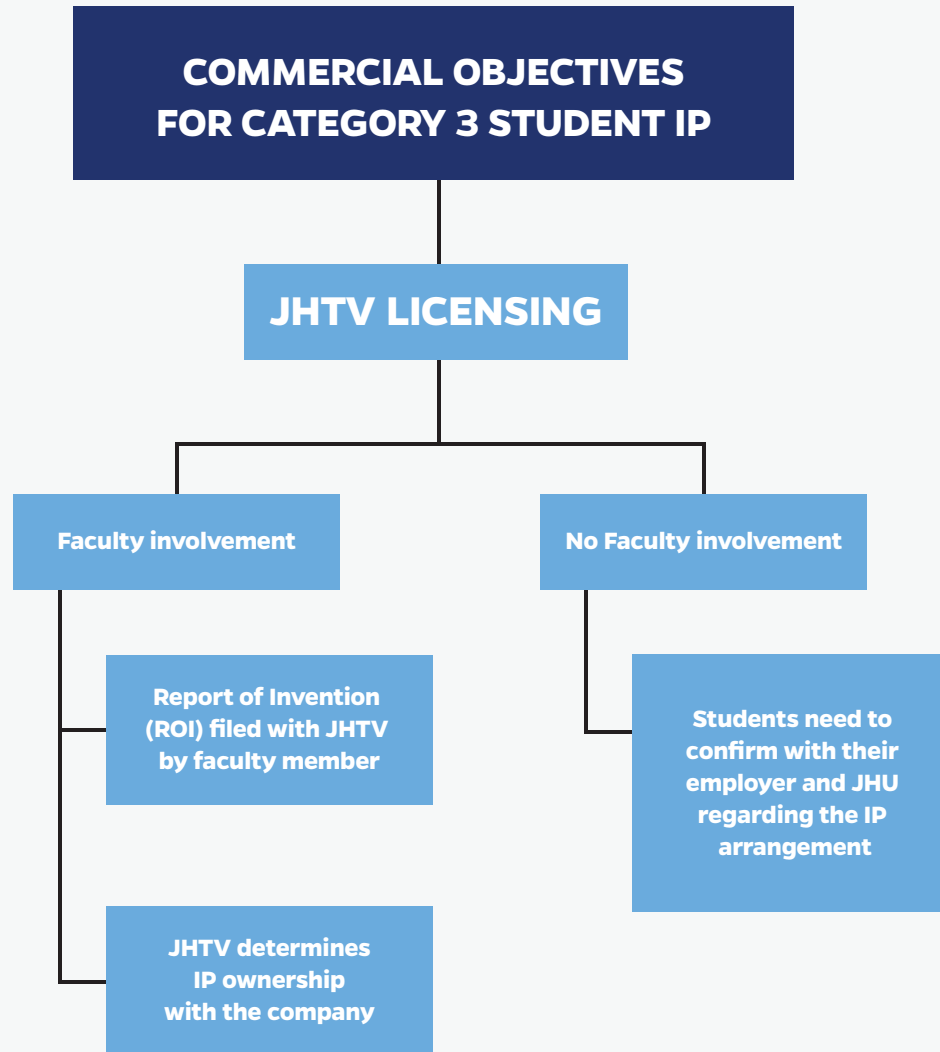


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PLEASE NOTE: Not all situations can be anticipated, therefore if the above guidelines are not clear with respect to your situation, please contact FastForward U for further guidance. Above all else, teams are encouraged to *talk early and often with all stakeholders, with written understandings.*