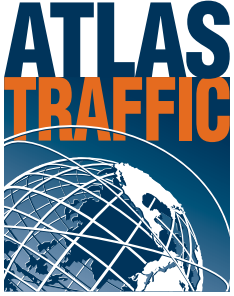


AUDIT PROCEDURES AND INSTRUCTIONS



Atlas Traffic Consultants Corp.

18-42 College Point Blvd.

Flushing, NY 11356-2221

T: 718-461-0555

F: 718-461-4391

www.atlastraffic.com

Atlas Traffic will structure our audit procedures, to the extent possible, in a manner that serves you best. This instruction form is your opportunity to help us do that.

Company Name _____

Address _____

City _____ State _____ Zip _____

Primary Contact Name: _____ Title _____

Tel. No. (_____) _____ Ext. _____ Fax (_____) _____

E-Mail Address _____ Website _____

Secondary Contact Name: _____ Title _____

Tel. No. (_____) _____ Ext. _____ Fax (_____) _____

E-Mail Address _____

Type of Business _____ SIC No. _____

INSTRUCTIONS

To maximize your refunds, we recommend that you allow Atlas Traffic to sort your freight bills submitted for audit. To authorize this procedure, please check

OR

To instruct Atlas Traffic to keep all freight bills in their original order, please check here.....

In filing claims, Atlas Traffic removes your original freight bill and replaces it with a photocopy. If this standard operating procedure is not acceptable, please provide SPECIAL INSTRUCTIONS on your company letterhead, attach it to this form and, please check here.....

Upon completion of audits, Atlas Traffic will return your freight bills.

OR

To instruct Atlas Traffic to DESTROY, your bills, please check here

To give Atlas Traffic SPECIAL INSTRUCTIONS about handling your freight bills, please submit those instructions on your company letterhead, attach it to this form and please check here.....

If you have EDI generated freight bills, please check here

We will call to arrange interfacing your format with our software.

Who in your organization is the technical person to arrange this?

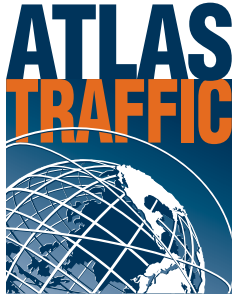
Name _____ Tel No. (_____) _____ Ext. _____

To maximize your refunds, we recommend that you authorize Atlas Traffic to file claims on your behalf directly with carriers. To authorize this procedure, please check

OR

To give Atlas Traffic SPECIAL INSTRUCTIONS about filing claims, please submit those instructions on your letterhead, attach it to this form and please check here.....

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To reduce your bookkeeping, accounting time and paperwork, we recommend that you authorize Atlas Traffic to process carrier refund remittances directly. Under this procedure, Atlas Traffic will deposit the refund checks, consolidate all carrier remittances due from our audits, and after deducting our contingency fee, forward a single check to you along with a complete accounting of all claims covered by the check. To authorize this procedure, please check here

OR

To have Atlas Traffic mail you each refund check and a separate invoice for our contingency fee, please check here.....

Upon completion of audits, ship freight bills, prepaid, to:

Company Name _____

Address _____

City _____ State _____ Zip _____

Attn: _____ Tel (_____) _____ Ext. _____

Mail refund checks and invoices to:

Company Name _____

Address _____

City _____ State _____ Zip _____

Attn: _____ Tel (_____) _____ Ext. _____

Name of person completing these instructions: _____

Title _____ Signature _____

Tel (_____) _____ Ext. _____ Date _____

PLEASE KEEP A PHOTOCOPY OF THESE INSTRUCTIONS FOR YOUR RECORD