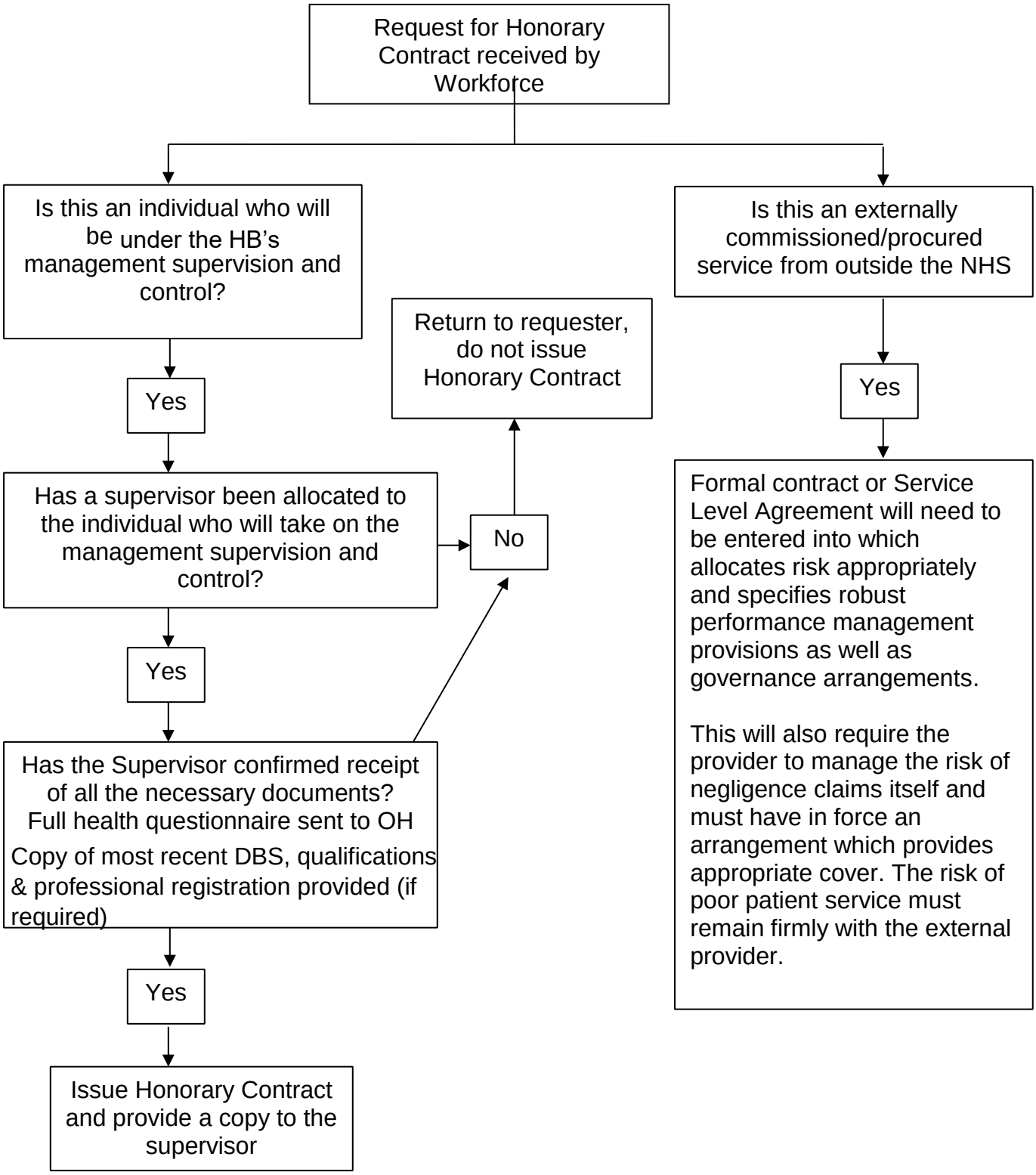HONORARY CONTRACT REQUEST PROCESS