Exhibit B3 – Ordering Process

Mutualink, Inc.

Below are the steps in our ordering process:

Direct Sales

- Quotes are requested by the Mutualink Client Solutions Executive (CSE) along with the Technical Sales Consultant (TSC) after meeting with the customer.
- Sales Operations creates quote, sends back to CSE/TSC for approval and tracks the quote in our CRM, Salesforce
- Sales Ops or CSE/TSC send quote to customer.
- Purchase Order sent to Mutualink - Sales Operations accepts purchase order, update Salesforce. PO is sent to Controller to be entered into the ordering system and Sr Director Field Operations to start the manufacturing process
- Sr Director Field Operations to assign the technical lead to the project.
- Sr Director Field Operations will contact (email) the POC at the ordering agency r to acknowledge the receipt of the purchase order and introduce the Technical Lead.
- Technical Lead will work with ordering agency's assigned contact(s) to gather the site information, integration information and if needed schedule an onsite survey.
- Build of Materials (BOMs) are formulated based on the technical information gathered from the ordering agency/site surveys.
- Manufacturing in Wallingford, CT builds the endpoints
- Peer NID/IRAPP Access equipment is programed
- System Engineers stage and test the specific integrations for each NIC
- Installation date is scheduled with ordering agency by Sr Director Field Operations /Technical Lead
- Installation of Mutualink Equipment
- Test of equipment by the Field Installer
- Endpoints are Secured and Monitored through the NMS/KDS with the Support Department
- Initial run through of how the IWS (Interoperability Workstation) works
- Customer Acceptance of Equipment
- User Training Scheduled and Held
- Invoice is sent to customer once endpoints are on the network from the Controller.

Partner Sales

- Quotes are requested by the Partner who has been working with Mutualink Client Solutions Executive (CSE) along with the Technical Sales Consultant (TSC
- Sales Operations creates quote, sends back to CSE/TSC for approval and tracks the quote in our CRM, Salesforce
- Sales Ops sends the quote to the Partner.
- Partner sends purchase order to Mutualink - Sales Operations accepts purchase order, update Salesforce. PO is sent to Controller to be entered into the ordering system and Sr Director Field Operations to start the manufacturing process
- Sr Director Field Operations to assign the technical lead to the project
- Sr Director Field Operations will contact (email) the partner to acknowledge the receipt of the purchase order and introduce the Technical Lead.
- Technical Lead will work with the partner and the ordering agency's assigned contact(s) to gather the site information, integration information and if needed schedule an onsite survey.
- Build of Materials (BOMs) are formulated based on the technical information gathered from the ordering agency/site surveys.
- Manufacturing in Wallingford, CT builds the endpoints
- Peer NID/IRAPP Access equipment is programed
- System Engineers stage and test the specific integrations for each NIC
- Installation date is scheduled with partner and ordering agency by Sr Director Field Operations /Technical Lead
- Installation of Mutualink Equipment is done either by the partner or Mutualink depending on the Tier of the Partner.
- Test of equipment by the Installer
- Endpoints are Secured and Monitored through the NMS/KDS with the Support Department
- Initial run through of how the IWS (Interoperability Workstation) works
- Customer Acceptance of Equipment
- User Training Scheduled and Held
- Invoice is sent to partner once endpoints are on the network from the Controller.

Mutualink's roadmap includes a web-based ordering and payment system.