

**AGENCY DELEGATION  
NORTHWEST PIPELINE LLC**

Northwest Pipeline LLC (“Transporter”) and \_\_\_\_\_ (“Shipper”), BA#\_\_\_\_\_, are parties to one or more Service Agreements (“Agreements”), as set forth below, under which Shipper desires to appoint an agent to perform certain functions as specified herein.

Shipper hereby appoints \_\_\_\_\_ (“Agent”), BA#\_\_\_\_\_, as its agent and representative to act on behalf of Shipper under the following Agreements for the specific functions identified below.

**Shipper Appoints Agent for the following Agreements:**

- \_\_\_\_\_ All existing and future Agreement(s)
- \_\_\_\_\_ All existing Agreement(s) listed below
- \_\_\_\_\_ Only specific Agreement(s) listed below, future Capacity Release Agreements created from these Agreements and Agreements awarded as a result of Agent’s authority to bid on Capacity for Shipper.

Agreement Type	Agreement Date	Agreement Number

**Shipper appoints Agent for the following functions (for the Agreements identified above):**

\_\_\_\_\_ All Functions (including future functions);    OR

**Only specific Functions indicated below:**

- \_\_\_\_\_ Capacity Release Offers (*includes the execution of retained contracts if the capacity is segmented*)
- \_\_\_\_\_ Capacity Release Bids (*includes the execution of replacement contracts*)
- \_\_\_\_\_ Small to Large Customer Election, if applicable
- \_\_\_\_\_ Discounts Request(s)
- \_\_\_\_\_ Imbalance Management (*includes view of the Receiving Party screen*)
- \_\_\_\_\_ Invoice View
- \_\_\_\_\_ Contract View
- \_\_\_\_\_ Nominations (*submit Shipper and Operator nominations; view Scheduled Quantities*)
- \_\_\_\_\_ New Contract Request (*includes the request and execution of new contracts, contract restatements and/or amendments*)
- \_\_\_\_\_ Measurement & Gas Quality View
- \_\_\_\_\_ Invoice Payment (*Contact information required*)
- \_\_\_\_\_ Name Change (*a new Agency Delegation form must be completed with the new name*)

Detailed description of other responsibilities being delegated to Agent (e.g., point operator) for above identified Agreements that are supported by Transporter:

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Operational Flow Order (OFO) designated Agent contact (required only if Agent is responsible for Nominations):

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

In lieu of the otherwise designated addresses for communications under the Agreement(s), all notices, invoices and correspondence concerning the above-mentioned delegated duties shall be directed to Agent at the following address:

Company: \_\_\_\_\_

Attn: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Notwithstanding such agency appointment, Shipper shall remain liable to Transporter for all of its obligations as Shipper under the Agreement(s); and such agency appointment will not relieve Shipper from any obligations under the Agreement(s).

It is understood and agreed that Transporter may act, and shall be fully protected when acting, in reliance on any acts performed, or any omissions, by Agent on behalf of and in respect to all matters and functions for which authority is granted herein. Shipper and Agent, each, hereby agree to indemnify and hold Transporter harmless from any and all liabilities, losses, damages, expenses and other obligations of any nature whatsoever that Transporter may suffer as a result of any and all claims, demands, costs, attorney fees and judgments against Transporter resulting from Transporter's reliance on Agent, including but not limited to payment made by Transporter to Agent, or actions taken by Transporter pursuant to Agent's actions or inaction under the Agreement(s), or any omission or failure by Agent to act or perform any of the functions or duties herein authorized.

By execution hereof, Agent accepts its designation and appointment as Agent for Shipper and agrees to act as Agent for Shipper in accordance with the terms hereof. Agent further agrees to be bound by the terms and conditions set forth in the Agreement(s) and to abide by the terms of Transporter's tariff.

Shipper's designation and appointment of Agent shall become effective the first day of \_\_\_\_\_, and shall remain in effect until:

\_\_\_\_\_ 1) The last day of \_\_\_\_\_; OR

\_\_\_\_\_ 2) Terminated by either Shipper or Agent by giving at least seven (7) business days written notice to Transporter; provided, however, such termination will not become effective until the first day of the month following such notice.

This designation and appointment shall automatically terminate upon the termination or cancellation of any of the Agreement(s), as to such terminated or cancelled Agreement(s).

As of the effective date indicated above, this Agency Delegation supersedes, cancels and terminates:

\_\_\_\_\_ All Prior Agency Delegations; OR

\_\_\_\_\_ Specific Agency Delegation(s) listed below:

Date: \_\_\_\_\_ Agent: \_\_\_\_\_

Accepted and agreed this \_\_\_\_\_ day of \_\_\_\_\_

SHIPPER

AGENT

Company:	Company:
By:	By:
Name:	Name:
Title:	Title:

Please return completed form to your Northwest Pipeline Commercial Services Representative or the Scheduling desk at [slc.nwpsched@williams.com](mailto:slc.nwpsched@williams.com).