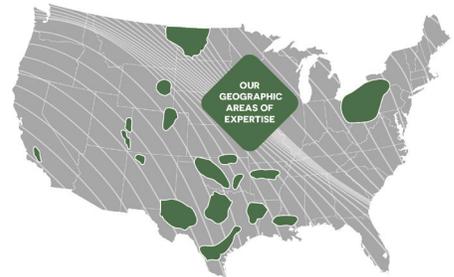


BACK OFFICE SOLUTIONS

Our full-service land administration department is comprised of experienced Lease Analysts, Division Order Analysts, Land Administrators, GIS Mapping Techs, and Attorneys. We tailor our solutions to fit our clients' needs (from a single staffer on an as-needed basis to comprehensive, department-level support) to set up, maintain records, and perform other related tasks. We work in all land software systems but have made a special effort to master AI software such as ThoughtTrace.

LEASE RECORDS

- ◆ Assist in full lease process (acquisition, analysis, maintenance, reporting)
- ◆ Assist in lease integration: input leases, contracts, and wells into any land management system by hand or utilizing artificial intelligence software (AI)
- ◆ Digitize land records for land system integration, as well as online viewing, printing, or sharing from any device
- ◆ Paper or digital setup of lease, tract, contract, and well files
- ◆ Provide analysis of land and lease contracts and calculate WI and NRI
- ◆ Research and analyze regulatory orders
- ◆ Review Production on leased tracts to determine HBP acreage/depths
- ◆ Handle lease extensions and releases
- ◆ Generate monthly Obligation and Expiration reports



DIVISION ORDERS

- ◆ Set up or receive DOI deck
- ◆ Review and analysis of title opinions, DOTOs, unit designations, title spreadsheets, probate and heirship data, leases, and contracts to establish or change ownership decimal interests
- ◆ Calculate Gross Working Interest (GWI), Net Revenue Interest (NRI), and Overriding Royalty Interests (ORRI) on a lease and depth basis
- ◆ Cure title requirements to establish and update ownership records
- ◆ Manage owner relations; create and mail out Division Order packets, receive executed DOs, and update DOI decks
- ◆ Resolve revenue and JIB discrepancies
- ◆ Audit production for ORRI owners to ensure 100% of funds are received from all WI owners

LAND ADMINISTRATION

- ◆ Process mail for regulatory filings
- ◆ Make and track payments such as bonus, delay rental, and shut-in royalty payments
- ◆ Create and maintain ROW line lists



SOFTWARE PROFICIENCIES

- ◆ ThoughtTrace
- ◆ Quorum
- ◆ Eneria
- ◆ Excaliber
- ◆ Enterprise Upstream
- ◆ Wellfinder
- ◆ Waterfield
- ◆ DrillingInfo
- ◆ iLandman
- ◆ SAP

ADVANTAGES OF OUTSOURCING

- ◆ Increase bandwidth for special projects or acquisitions
- ◆ Leverage Expert Knowledge and Experience
- ◆ Save Money
- ◆ Save Time
- ◆ Get Started Immediately

Paramount Field Services, LLC.

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