

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge receipt of my personal copy of the _____
Employee Handbook.

I understand that it is my responsibility to read and become familiar with the contents of the handbook, and to recognize and comply with the policies, rules and guidelines contained in it.

I understand that the company may revise, rescind or modify any portion of the handbook at any time and that I shall be bound by such change. Should I have any questions about the policies set forth, I will contact the president for clarification.

I understand that my employment can be terminated with or without cause, and with or without notice, at any time, at the option of either the company or myself.

I further understand that no supervisor, manager, or representative of the company other than the President has any authority to enter into any agreement for employment for any specific time, or to make any agreement contrary to the foregoing.

Employee's Signature

Date