

Tyrrell Nov 29 2018 100 Employee Handbook with cover
1jn8492 200 2-8-2018 c34550+f2800 s40560+F1790 PMP I=1961051 3-6-2018

8623

Christie Printing Service
P.O. Box 3057 | Cheyenne, WY 82003-3057

Phone: 630.464.9391 | email : CPrint@ChristiePrinting.com

FOR USE BY CHRISTIE PRINTING

Complete: 12-27-2018
Billed: 12-11-2018
Entered: 12-11-2018
Delivered: 12-11-2018 579106
Received: 12-11-2018

Purchase Order No. 8623

TO:
Pepperdines - **RONALD BOLAND**
790 Umatilla Street
Denver, CO 80204

INVOICE TO:
Christie Printing Service
5711 Osage Ave., Suite C
Cheyenne, WY 82009

Include 2 samples with invoice.

SHIP TO:
Christie Printing Service
5711 Osage Ave., Suite C
Cheyenne, WY 82009

ORDER DATE		SHIP VIA		F.O.B.	
Nov 29 2018		Cheapest way; Prepaid and add to our invoice.			
Terms	QUOTE	Bundle this order with our other orders to reduce shipping fee.		For Resale	For Use
	15191 approved 12-3-2018			Yes	
QUANTITY		PLEASE QUOTE ITEMS LISTED BELOW		UNIT	PRICE
QUOTED	UNIT				
100	Each	Provide a quote for approval prior to printing.Approved. Provide a Proof for approval prior to printing.Approved			
		Employee Handbook (8623) - Changes (refer to marked up document included with email) On Page 14: change to 20% in 2 places On Page 14: remove wording on bullet point 2 and add 20% 3rd bullet point from page 15 will now fit on page 14. - Black and white - Approximately 31 pages printed on 2 sides (31 sheets of paper printed on 2 sides) 80# white lynx text 8-1/2"x11" - Finished size 5.5" x 8.5" - Machine fold and saddle stitch - See documents attached to 2-8-2018 email A few minor updates and reduced quantity. Like Pepperdine's previous Invoice 1961051 dated 3-6-2018 and Christie Printing's previous PO8492 dated 2-8-2018.			

IMPORTANT
Acknowledge if unable to deliver by date required.
Please reference our Purchase Order # 8623 on all correspondence.

BY: Cynthia L Duke

COST
\$199.80
\$ 17.90 Freight
\$217.70

I= 1977315 dated: 12-10-2018
Paid date: 1-14-2019 Ck#: 5949

NOTES FOR CYNTHIA: Reorder inquiry 6-1-2019

PRICE
On Invoice refer to Tyrrell's PO#31844
Deliver to Cathy Thelen.

\$239.76
\$ 17.90 Freight
\$257.66
\$ 14.39 6% tax
\$272.05

Paid date: 12-27-2018 Check #: 48130



tyrrellwyo.com

All employees and their immediate family are eligible for employee discounts. "Immediate family" includes an employee's spouse, children, step-children, parents, step-parents, grandparents, step-grandparents, grandchildren, step-grandchildren, siblings, your spouse's parents and/or any other individual permanently residing in your household. Employees are encouraged to, but not required, to use Tyrrell Chevrolet's facilities for their personal purchases and repairs.

WORKPLACE ETIQUETTE

Tyrrell Chevrolet strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Tyrrell Chevrolet encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are simply suggestions for appropriate workplace behavior to help everyone be more conscientious and considerate of their co-workers and the work environment. That said, should an employee's behavior become disruptive and/or annoying to others, the behavior of the employee may result in disciplinary action up to and including termination.

- Respect others' work areas and tools.
- Be careful not to take or discard others' print jobs or faxes when collecting your own.
- Avoid public accusations or criticisms of other employees. Address such issues privately with those involved, your supervisor, or the Human Resources Manager.
- Refrain from using inappropriate language.
- Avoid discussions of your personal life/issues in public conversations that can be easily overheard.
- Monitor the volume when listening to music, voice mail, or a speakerphone that others hear.

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may

necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

RETURN OF PROPERTY

Employees are responsible for all Tyrrell Chevrolet property, materials, or written information issued to them or in their possession or control. All Tyrrell Chevrolet property must be returned by employees on or before their last day of work. Where permitted by applicable laws, Tyrrell Chevrolet Company may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. Tyrrell Chevrolet may also take all action deemed appropriate to recover or protect its property.

MEAL PERIODS

All full-time employees are provided with one meal period each workday. Supervisors will schedule meal periods to accommodate their department's operating requirement. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, there are certain standards of behavior that Tyrrell Chevrolet expects its employees to observe in order to protect the interests and safety of all employees, Tyrrell Chevrolet, and customers.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules