July 22 2020 100 Ford Employee Handbook with cover New product but like jn8913 100 7-20-2020 c19980+f1226 s23976+f1790 PMP I=TBD TBD

FOR USE BY CHRISTIE PRINTING Complete: 9/25/2020 Billed: 8-17-2020 Entered: Delivered: 8-172020 # 579297 Received: 8-13-2020

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

Phone: 630.464.9391 | email: CPrint@ChristiePrinting.com

Purchase Order No. 8915

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.	
Aug 6 2020 Terms	QUOTE 17586 approved 7-18-2019	Cheapest way; Prepaid and add to our invoice. Whenever possible, bundle orders with our other orders to reduce shipping fee.	For Resale Yes	For Use
QUANTITY		PLEASE QUOTE ITEMS LISTED BELOW	UNIT	PRICE
QUOTED 100	Each	Ford Employee Handbook (8915) Similar to CPrint PO8913 but for Ford. Make these changes: On the footer throughout the handbook change the Effective Date to May 1, 2020 Change Chevrolet to Ford Starting on page 3 change Chevrolet and Chevy to Ford. 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 This is a new version for Ford using the Chevrolet Employee Handbook. Similar to Pepperdine's previous Invoice TBD dated TBD and Christie Printing's previous PO8913 dated 7-20-2019.	BY:	\$202.10 \$ 12.26 ship est.
IMPORTANT Acknowledge if unable to deliver by date required. Please reference our Purchase Order 8915 on all correspondence.			Cyrothia L Duke	
Please reference of	ui Turchase Order 6712	PRICE		

COST \$ 12.26 Freight 1=2002415 dated: 6-11-2020 Paid date: 9-8-2070 Ck#: 6097

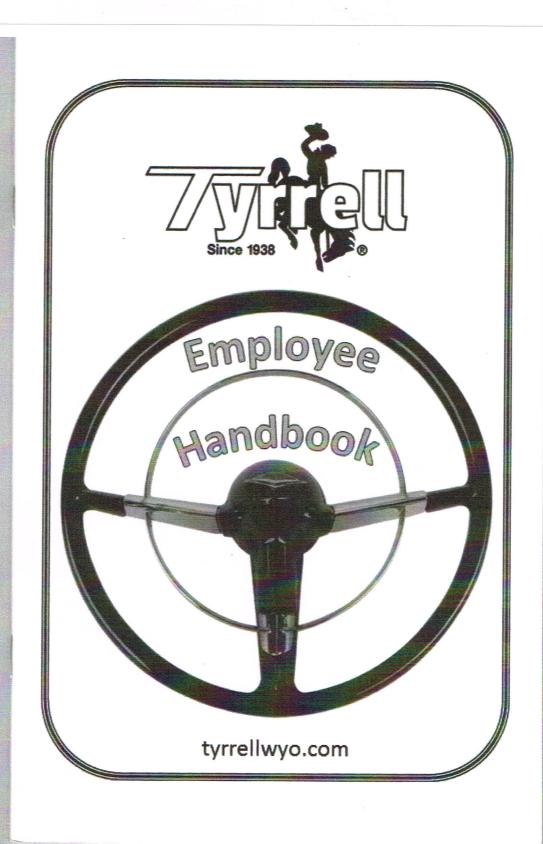
NOTES FOR CYNTHIA: Reorder inquiry 7-15-2021

PRICE On Invoice refer to Tyrrell's PO 36959-Ford Address the invoice to: Tyrrell - The Ford Store 3609 Grand Avenue Laramie, WY 82070 Deliver to Cathy Thelen in Cheyenne. \$239.76

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

Paid date: 9-25-2020 Check #: 10596

10 wo Box Hobs



EQUAL EMPLOYMENT OPPORTUNITY AND AMERICANS WITH DISABILITIES ACT

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Tyrrell Ford will be based on merit, qualifications, and abilities without regard to race, religion, color, age, sex, national origin, sexual orientation, disability, veteran status, or any other category protected by applicable federal, state or local law.

Tyrrell Ford complies with all other federal, state and local laws governing nondiscrimination in employment and expressly prohibits discrimination and/or harassment of an individual.

Tyrrell Ford is committed to hiring qualified individuals with disabilities who are able to perform essential functions of a particular job with or without reasonable accommodation and will not discriminate in hiring, employment, promotion or termination against individuals with disabilities. Federal law requires reasonable accommodation of individuals with disabilities in the workplace and prohibits employment discrimination against disabled persons.

This policy applies to all conditions of employment, including, but not limited to, hiring, placement, promotion, discipline, termination, transfer, leave of absence, compensation and training.

Any employees with questions or concerns about any type of discrimination or harassment in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Manager. Employees can raise concerns and make reports without fear of reprisal or retribution. Anyone found to be engaging in any type of unlawful discrimination or harassment will be subject to disciplinary action, up to and including termination of employment.

CUSTOMER RELATIONS

Customers ("Guests") are among our organization's most valuable assets. Every employee represents Tyrrell Ford to our customers and the public. The way we do our jobs presents an image of our entire organization. Customers judge all of us by how they are treated with each employee contact. Therefore, one of our first business priorities is to assist any customer or potential customer. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to customers.

Tyrrell Ford will provide customer relations and services training to all employees with extensive customer contact. Our personal contact with the public, our manners on the telephone, and the communications we send to customers are a reflection not only of ourselves, but also of the professionalism of Tyrrell Ford. A positive customer relationship not only enhances the public's perception or image of Tyrrell Ford, but also pays off in greater customer loyalty and increased sales.

NON-DISCLOSURE

As a part of your employment with Tyrrell Ford you may have access to confidential and/or proprietary information and records.

The protection of confidential business information and trade secrets is vital to the interests and the success of Tyrrell Ford. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Customer lists
- Customer preferences
- Dealer or customer purchase prices
- Dealership financial information
- Labor relations strategies
- Marketing strategies
- New materials research
- Pending projects and proposals
- Personnel records
- Proprietary production processes
- Prospect lists
- Research and development strategies
- Technological data
- Technological prototypes

You are prohibited from using, copying, or disclosing any such confidential information to any other person, employee, firm, corporation, dealership, or other entity, either during or subsequent to your employment, except as authorized in writing by the Owner/General Manager.

Tyrrell Ford Company Employee Handbook Effective Date: May 1, 2020

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Effective Date: May 1, 2020

Effective Date: May 1, 2020

Page 4