

Receipt for Employee Handbook

I have received my copy of the Hester Decorating Co., Inc. employee handbook. I understand that this handbook is intended as a guide for personnel policies, benefits, and general information, and that these guidelines are not intended to be, nor should be, construed as an employment contract.

I understand the policies and guidelines contained within this handbook supersede those previously written or communicated, and that Hester Decorating Co., Inc. reserves the right to make changes in these guidelines or their application as it deems appropriate, with or without notice. I also understand that employment is terminable at the will of either the employee or the Company at any time, and that no representative of the Company other than the President has authority to make any contrary agreement.

SIGNED:

DATE:

WITNESSED:

NOTE: *Return to management within 10 days*