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EMPLOYEE AGREEMENT FOR RESPONSIBLE USE OF COMPANY CELLULAR PHONES

You are being given access to a Company cellular phone. With this opportunity comes responsibility. Please read the information below and ask questions if you need help in understanding your responsible use.

When authorized users no longer have a need for a cellular telephone, they must return the equipment to the Management Department. To verify the equipment return, users must sign a copy of the Cellular Responsible Use, which will serve as a receipt for the employee.

APPROPRIATE USE

- Cell phone is to be used primarily for authorized Company business, but some limited personal use is permitted
- Users will be held responsible at all times for the proper use of their cell Phone

INAPPROPRIATE USE

- Excessive personal use
- Damage or loss due to negligence
- Unauthorized use, including use by other individuals
- Exceeding plan minutes
- Making out of plan area calls
- Personal long-distance calls
- Personal text messaging

CONSEQUENCES

- Users will reimburse the Company for the repair or replacement cost of a damaged, lost or stolen cellular telephone, if its damage, loss or theft was due to their negligence
- Reimbursement from the user for unauthorized usage including, but not limited to exceeding plan minutes, out of plan area calls, text messaging, and personal long distance calls. When requested, users will review the monthly billings, verifying the accuracy of the billing, and identifying any calls that were not official business
- Users who are no longer employed by the Company must reimburse the Company for the purchase price if they do not return the telephone during the exit interview
- Suspension of cellular phone privileges
- Other disciplinary or legal action, in accordance with the Company policies and applicable laws

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I accept responsibility for the cell phone and will return it on my last employment day.
I understand the above conditions and knowingly and willingly enter into this agreement.

Department: _____

Name: _____
(Print Clearly)

Signature: _____ Date: _____

First Contract Day: _____ Last Contract Day: _____

OFFICE USE:

Cell/Direct Connect Phone # _____

Cellular/Direct Connect Phone: Mfr _____ Model _____

Date Returned: _____

Equipment Returned to: _____

Signature of Authorized User: _____ Date: _____