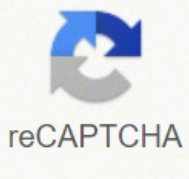




I'm not robot



Open

Fax

Name: _____

Phone: _____

Fax: _____

Address: _____

To: _____

Fax #: _____

of pages: _____

Messages:

Hi Erica,

I'm so sorry about that! I see your order here and we'll get you out a new shirt right away. Just return us the damaged one using the pre-paid label included in the package. You should receive the tracking number here shortly. Thanks so much ... just keep us posted with questions.

Jason Duvall
J&G Menswear
service@jgmenswear.com
855-455-5555

On Sat, Apr 11, 2014 at 1:28 PM, Erica Caswell <caswellerica@yahoo.com> wrote:

Hi there,

The shirt I ordered last week (Order #42897) has just arrived but the sleeve is ripped :-(. Could you walk me through what needs to be done to get it replaced?

Erica

Organization Name, Logo

Telework Agreement

The following constitutes an agreement on the terms and conditions of telework between:
Organization Name & _____, henceforth referred to as "the employee".

Term
The Agreement is in effect from _____ to _____. It may be extended beyond this period if agreed to by **Organization Name** and the employee. If extended, this agreement should be reviewed and modified as necessary.

Policies
The employee agrees to abide by all **organization** rules and policies, including human resource policies, information policies, the intellectual property rights of the **organization**, and applicable collective bargaining agreements.

The employee should be familiar with the following policies and guidelines:

- Telework Policy
- Technology & Equipment Policy
- Software Policy
- Public Documents Policy

Requirements
The employee is required to attend the following training either before beginning telework or soon thereafter, depending on how soon training is available.

- Basic Telework Training
- Technology Tools for Telework

If the employee will be teleworking from a home office, the employee and manager must complete the Home Office Checklist Form to ensure the home office meets the guidelines of the Telework Policy.

The employee must allow visits by **organization** representatives as determined by the manager. Visits may be conducted to install, maintain, or inspect equipment, or to inspect the home office for suitability and safety. Two weeks advance notice will be given unless the employee agrees to shorter notice.

The employee agrees to participate in studies, inquiries, and evaluations related to telework.

In establishing a home office, the employee is responsible for compliance with local zoning regulations or rental agreements.

