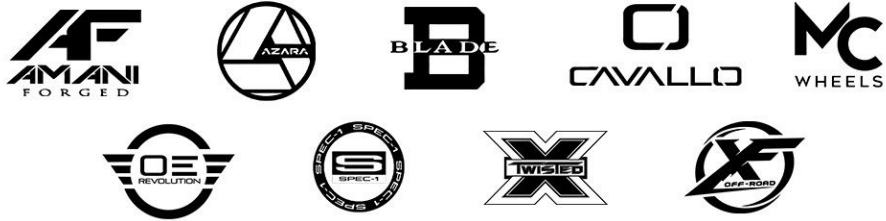


# **ELITE** WHEEL & TIRE DISTRIBUTORS

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The Memorandum Of Understanding SOP for Elite Wheel Warehouse is located on page 2 (scroll down).

You are able to download or print this document if needed.

The following are not finalized and changes may occur. If you have any suggestions on how to improve each procedure, please let management know.

Thank you,

Elite Management

**PLEASE PRINT AND SIGN WITH YOUR DIRECT SUPERIOR**

By signing below, I am stating that I have read and understand all Standard Operating Procedures (SOPs) as they apply to my roles and responsibilities while employed at Elite Wheel Warehouse.

Should I have any questions, concerns or if the SOPs are unclear to me, I will ask for guidance and clarification **prior to** signing this document and/or continuing with my tasks.

Employee Name Printed: (first, last)

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Employee Signature:

Date:

---

Manager Signature:

Date:

---

The following are not finalized and changes may occur. If you have any suggestions on how to improve each procedure, please let management know.

Thank you,

Elite Management