

**T & T TRANSPORTS, INC.**  
**P.O. BOX 872**  
**COLORADO CITY, TEXAS 79512**  
**PHONE (325)728-2669 FAX (325)728-2660**  
Email: a.brown@tttransports.com Website: www.tttransports.com

**MEMORANDUM**

Employee: Please sign and date here and fax to the office to confirm that you have received this. We must receive this confirmation before 1.10.08 expense checks are issued.

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**DATE:** January 2, 2008  
**FROM:** Anne Brown, Manager  
**TO:** **ALL DRIVERS**

I want to thank each of you for the good job you do. We are starting a new year and expecting it to be banner year for T&T Transports and its employees. We appreciate you and are grateful that you are a part of our business.

Due to the increasing volume of time sheets arriving, Melissa has asked me to talk to you about some areas that need attention on your time sheets. We have enclosed an example time sheet with these areas highlighted.

**WRITE THE COMPANY AND DISTRICT YOU ARE WORKING FOR.**

**DO NOT WRITE IN THE "OFFICE USE ONLY" BOX.**

**DO NOT WRITE IN YOUR PER DIEM AMOUNTS.**

**WRITE YOUR TRAVEL DAY MILEAGE ON THE "OTHER" AREA FOR THAT DAY.**

(If this is not on your timesheet, you will NOT be paid for it. Melissa cannot keep up with your mileage for you.)

**WRITE IN YOUR TRAVEL HOURS FOR YOUR TRAVEL DAY.**

(Do not change your travel day hours or mileage unless you move. If there is a reason for it to be different than usual, put the reason on the time sheet.)

**IF TAKING A PERSONAL DAY OFF AT THE DISTRICT, WHEN YOU ARE UNAVAILABLE TO WORK, WRITE THE REASON ON YOUR TIME SHEET.**

**CALL TO VERIFY WE HAVE RECEIVED YOUR TIMESHEET.**

(Melissa does not have time to track you or your timesheet down. Fax it and call before 5 on Monday to make sure we have it.)

**PLEASE CONTINUE TO REFER NEW DRIVERS TO T&T.** The **\$500 finders fee** will be paid to current employees for new employees who put the current employee's name on the application as the person who referred them to T&T. The new employee must be employed 30 days for the fee to be paid. Referrals made by people not currently employed by T&T or referrals not listed on the application are not valid for the finders fee.

Thank you for cooperating with us to make sure payroll and expense checks are issued on time. Please call the office if you have any questions.