



Corporate Management Group  
 12000 N. Washington St. Ste. 290  
 Thornton, CO 80241  
 Office – (303) 920-1425  
 Fax – (303) 737-7767  
 Contact Name: Tina Krol

**Termination of Employment**

Terry Welsh Name of Employee MAY 12 Today's Date

Last Day worked \_\_\_\_\_

Quit \_\_\_\_\_ Employee Initial Laid off \_\_\_\_\_ Employee Initial Terminated  Employee Initial

Failure to report to work  Employee Initial Other \_\_\_\_\_ Employee Initial

Final pay to include 63 hours Worked hours for current pay period and accrued but unused PTO

Eligible for rehire \_\_\_\_\_ Yes  No

The following items have been turned in:

Truck		
Keys		
Tools		
Supplies	/	
Uniforms		
Cell Phone	/	
Other		

Receipt of a fully executed copy is acknowledgement of this termination notice.

Signed Terry Welsh  
 \_\_\_\_\_  
 Employee

Signed \_\_\_\_\_  
 \_\_\_\_\_  
 Employer

Hi Norma and Robin,

Since my 90 day review and in consideration of you extending to me another 90 day introduction period, I have decided to move on and give you notice that I resign from Swan Supply. We could plan my last day for Friday, February 28<sup>th</sup> but it would probably be best if my last day is this Friday, February 21<sup>st</sup>. Please let me know which date you would like to work out so that we can also coordinate the expectations of a final paycheck to include unpaid hours for the period of 2/16/14 to 3/1/14 and sales commission from 1/1/14 to 3/1/14 to be paid on 3/7/14. I wish you, your family, and Swan Supply well.

Sincerely,  
Rebecca Boshart

- Rebecca check? - follow up w/ Rebecca to get phone & pickup check
- Unemployment case - find out from Tina what it was and the interest info
- Exit Interview - Mattis line w/ us <sup>then send to Cheryl</sup> filling out form (have Tina do it)
- Non disclosure form/handbooks - CBI - FEC - Red Swan.

# PERFORMANCE REVIEW

Employee Name Rebecca Boshart	Employee Title Sales
Manager Name Robin O'Dorisio	Manager Title VP
Today's Date January 22, 2014	Performance Review
	Hire Date 9-30-13

**Performance Review:**

Sales to date: 16786.98

Missed days - 8

**Next Steps:**

Monthly Sales goals: 15,000 – 20,000 per month

Probationary Period Extended?

Yes

No

If yes, what is the time period.

90 days - Performance review at end of 90 day.

Goals to be Achieved:

Employee statement:

I acknowledge that I have read and understand the above information and consequences.

Employee Signature

Date

1/22/14

Supervisor Signature

Date

1/22/14



# SPRINT INVOICE

Account Number  
495303144  
Account Name  
SWAN SUPPLY

Billing Period  
09/11/13-09/11/13 3 of 3  
Invoice Date  
September 15, 2013  
Invoice Number  
495303144-001



## SUMMARY INVOICE

### > ACCOUNT SUMMARY

Monthly Recurring Access Charges	Service Discounts/Adjustments	Cellular Minutes/Charges	LD and Other Minutes/Charges	Directory Assistance Charges	Direct Connect Svc Minutes/Charges	Messaging Number of Messages/Charges	Data and Third Party Services KB Charges	Equipment and Retail Purchases	Sprint Surcharges	Government Fees and Taxes	Totals
\$96.00								\$219.89	\$2.00	\$1.81	\$289.68

### Account Charges and Adjustments

495303144 SWAN SUPPLY												
<b>Subscriber Charges and Adjustments</b>												
Number/ Plan Name												
303-725-1563 Unlimited My Way												
LIZ OBERBERCKLING												
Usage for All Subscribers												
Discounts for All Subscribers												
Charges for All Subscribers												
<b>Total Current Usage</b>												
<b>Total Current Charges</b>												
<b>Total Subscribers on Account 1</b>												

### BREAKDOWN OF SPRINT SURCHARGES AND GOVERNMENT FEES AND TAXES

<b>Sprint Surcharges Summary</b>	
Federal Univ Serv Assess Non-LD	\$2.79
State-Recovery Charges	\$1.40
Administrative Charge	\$1.99
Regulatory Charge	\$0.40
<b>Total Sprint Surcharges</b>	<b>\$6.58</b>
<b>Government Fees and Taxes Summary</b>	
State-Taxes	\$2.31
County-Taxes	\$1.47
Local-Taxes	\$0.70
<b>Total Government Fees and Taxes</b>	<b>\$4.48</b>

The Summary Invoice is designed for your convenience. To view your full invoice (including call details and full details of federal, state and local taxes), please visit [sprint.com](http://sprint.com), log into My Sprint, and select the "View past billing statements" option. To elect to receive a full invoice in the future, select "Change how detailed your bill is" after logging into My Sprint or contact Customer Care.





## SWAN SUPPLY CONFIDENTIALITY & NONSOLICITATION AGREEMENT

This agreement made this 9th day of October, 2013 (“the Agreement”), is between Swan Supply, Inc. (“the Company”) and Rebecca Boshart (“Employee”) (together “the Parties”).

The Company is engaged in the business of Lighting and Electrical Distribution. The Company has employed Employee to perform services for it and Employee has accepted said employment.

In consideration of the foregoing and Employee’s employment by the Company as good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

### 1. Confidentiality

- a. Definition of “Confidential Information.” “Confidential Information” means all confidential business or financial information of the Company, including but not limited to any trade secrets, manufacturing plans, new product information, customer lists, or other information that is secret and of value.
- b. Employee’s Use of Confidential Information. The Company owns certain trade secrets and confidential information in connection with its business, which are valuable assets of the Company. During the duration, and after the termination of this Agreement, Employee shall not, without the Company’s prior written consent, directly or indirectly, use, disclose, or otherwise communicate any Confidential Information to any person or entity, except in performance of Employee’s legitimate duties for the Company.
- c. Acknowledgment of Confidential Information. Employee acknowledges that Employee will have access to Confidential Information, made accessible to Employee only in strict confidence by the Company. Employee acknowledges that unauthorized disclosure will damage the Company’s business and that Confidential Information could immediately be used by a competitor of the Company. The use and value of this Confidential Information depends on its continuing secrecy and the Company has taken appropriate steps to maintain this secrecy. Employee acknowledges that the restrictions contained in this section are reasonable and necessary for the protection of the Company’s business.
- d. Definition of Company Property. Company Property is defined as, but not limited to, all documents or other records containing or reflecting Confidential Information prepared by or provided to Employee and all copies, in any medium, of such materials. Employee shall not copy or use any Company Property for any purpose not relating directly to Employee’s work on the Company’s behalf, or use, disclose, or sell any Company Property, except with the Company’s prior written consent. Upon the termination of the employment relationship or upon the Company’s request, Employee shall immediately deliver to the Company all Company Property. Employee may comply with any subpoena

or court order, if Employee submits a copy of the subpoena or court order to the Company's President within three (3) working days of receipt.

- e. Third-Parties' Confidential Information. Employee acknowledges that the Company has and will receive from third parties confidential or proprietary information, and that the Company must maintain the confidentiality of such information. Employee shall not use or disclose any such information, except as permitted by the Company or the third party to whom the information belongs.
- f. Employee's Former Employer's Confidential Information. Employee shall not, during Employee's employment with the Company, improperly use or disclose to the Company any proprietary information or trade secrets belonging to any former employer or any third party to whom Employee owes a duty of confidentiality.

## 2. Nonsolicitation

- a. Covenants. During the term of Employee's employment and for a period of 24 months after termination of Employee's employment, Employee shall not directly or indirectly:
  - (1) Solicit, recruit or attempt to persuade any person then an employee, agent or contractor of the Company or any Company affiliate to terminate such person's employment or relationship with the Company or Company affiliate.
  - (2) Solicit business from any customer or client with whom Employee had contact during the employment relationship with the Company.
- b. Waiver. The above prohibition may be waived only by the Company's prior written consent.
- c. Acknowledgment of Restriction. Employee acknowledges that the restrictions contained in this section are reasonable and necessary for the protection of the Company's business.

## 3. General Provisions

- a. Disclosure of Obligations. Employee shall make the terms and conditions of this agreement known to any business or employer in competition with the Company, with which Employee becomes associated during the term of this agreement. The Company shall have the right to make the terms of this agreement known to third persons.
- b. Conflict of Obligations. Employee states that Employee is not now under any legal or contractual obligation conflicting with this agreement and that entering this agreement will not breach any agreement to which Employee is now a party. Employee agrees to reimburse and hold the Company harmless for any costs, damages, or fees sustained or expended by the Company as a result of Employee's breach of warranties under this section.
- c. Remedies. Employee acknowledges that breach of this agreement will cause the Company to suffer immediate and irreparable harm and damage for which money alone cannot fully compensate the Company. Employee agrees that upon breach or threat of imminent breach of any obligation under this agreement, the Company shall be entitled to a temporary restraining order, preliminary injunction, permanent injunction, or other injunctive relief, without posting any bond or other security, and that Employee shall not oppose entry of any of these measures. This section shall not be construed as an election of any remedy, or as a waiver of any right available to the Company under this agreement or the Colorado law governing this agreement, including the right to seek damages from Employee.
- d. Attorney's Fees. In the event of any controversy, claim, or dispute between the parties affecting or relating to the performance of this agreement, the prevailing party shall be entitled to recover all of its attorney's fees and costs.

- e. Entire Agreement. This agreement contains all of the terms agreed upon by the parties and supersedes all prior agreements, arrangements, and communications between the parties on this subject, whether oral or written.
- f. Survival. Employee's obligations under this agreement shall survive the termination of Employee's employment and shall be enforceable regardless of which party terminates the employment relationship and regardless of whether such termination is later claimed or found to be wrongful.
- g. Governing Law and Forum. All disputes or issues arising from this agreement or the Company's relationship with Employee shall be governed by the internal laws of the State of Colorado. Any action arising from or relating in any way to this agreement or Employee's employment with the Company shall be tried only in the state or federal courts situated in Colorado. The parties consent to jurisdiction and venue in those courts to the greatest extent possible under law.
- h. Severability. In the event any of the restrictions contained in this agreement are held to be unenforceable, the court so holding shall effect any change to the extent absolutely necessary to render the restrictions enforceable, while still maintaining the parties' expressed desire that the Company be protected to the greatest extent possible under the applicable law. Each of the terms and provisions of this agreement is severable in whole or in part, and any term or provision found to be invalid or illegal and unenforceable by the court shall be excised by the court, and the remaining terms and provisions shall not be affected and shall remain in full force and effect.
- i. Modification and Waiver. The parties agree that this agreement cannot be modified or waived without a written agreement signed by both parties. The Company's waiver of the breach of any provision of this agreement by Employee shall not constitute a waiver of any subsequent breach.
- j. Heirs and Assigns. This agreement shall be binding upon Employee's heirs, executors, administrators, or other legal representatives; shall inure to the benefit of the Company, its successors or assigns; and shall be freely assignable by the Company, but not by Employee.
- k. Headings. Numbers and titles to the sections of this agreement are for information purposes only and, where inconsistent with the text, are to be disregarded.
- l. Acknowledgment of Employee Opportunity to Seek Counsel. Employee has been afforded the opportunity to read, reflect upon, and consider the terms of the agreement; has been afforded the opportunity to discuss this agreement with an attorney or other adviser; and has read this entire agreement, fully understands its terms, and has voluntarily executed this agreement.
- m. **AT-WILL EMPLOYMENT. THE PARTIES ACKNOWLEDGE THAT THIS AGREEMENT SHALL NOT ALTER THE AT-WILL NATURE OF THEIR EMPLOYMENT RELATIONSHIP.**

DATED \_\_\_\_\_  
 \_\_\_\_\_  
 EMPLOYEE

DATED: \_\_\_\_\_  
 \_\_\_\_\_  
 SWAN SUPPLY, INC.

BY \_\_\_\_\_

TITLE \_\_\_\_\_