Darden Security Manual

USE OF SECURITY OFFICER OR OFF-DUTY POLICE SERVICES

COMPANY POSITION

A qualified, licensed and bonded security officer or off-duty local law enforcement officer will be utilized in certain Darden restaurants as necessary under the direction and assistance of the Director of Operations, the assistance and consent of the Director of Corporate Security and with pre-approval by the respective SVP of Operations.

GUIDELINES

1. Restaurants who believe they have a security issue which may require a security or off-duty police officer service shall contact the Director of Corporate Security.

2. Off-duty local law enforcement should always be the first “choice” if an ongoing “security presence” is required and is available.

3. The Director of Corporate Security will assist with the selection, review, and implementation of a security services provider.

4. Each General Manager/Managing Partner should develop written guidelines for the security officer utilizing a Restaurant Security Services Agreement with the appropriate modifications. A copy should be given to the officer and the original should be placed in the restaurant’s security file.

5. Temporary security which does not require any life-safety services, i.e. overnight construction, does not require a security contract. If there is a question, contact Corporate Security at (407) 245-4533.

6. No manager is authorized to hire armed security officers without prior written permission from Corporate Security and Corporate General Counsel.

7. Security Officers shall only use force to defend themselves or someone else from bodily harm or injury. Officers shall use matching force to accomplish this defense, and comply with all local, state, and federal laws.
Security Invoice Procedure

Darden Accounts Payable policy requires a security invoice to pay security personnel. Darden must be able to report this income to the IRS on the vendor's 1099 form, which can't be done with cash pay-out.

A Security Invoice form is located on DiSH>Manager Tools>Restaurant Form Utility>Corporate Security Manual-Product Form(s). The invoice should be filled out by a manager and submitted in the weekly envelope to A/P. For new Security vendors, a completed W-9 form must also be submitted with the first invoice to set the vendor up. A blank W-9 form is attached.

Once the vendor is set up, you will pay the invoice like other invoices. Security invoices are always set up with immediate pay status, which means that as soon as the second manager approval is keyed in your back office system, the invoice will feed through the Accounts Payable system and a check will cut that night and be mailed out the next day (unless the work is to be capitalized).

Instructions to fill out Security Invoice:

1. Write in Restaurant #, Vendor's name, address and phone #.
2. If this is a new vendor, a completed W-9 must be submitted with the first invoice to ensure prompt payment. A blank W-9 is attached. A Manager should verify the SS# by viewing the Vendor's Social Security Card and verifying that the name matches the name on the Vendor's Drivers License.
3. Use your restaurant number and date (MMDDYY) to create an invoice number for security personnel and write it in the designated space.
   a. For example: If John Doe worked on March 28, 2010 at Red Lobster 0447, his invoice number would be R10447032810.
4. Fill in the remainder of the form including total amount to be paid and have the vendor sign.
5. Key invoice in BOS and submit in "B" envelope.

If you have any questions, please call Accounts Payable at extension 4100.
RESTAURANT SECURITY SERVICES AGREEMENT

This RESTAURANT SECURITY SERVICES AGREEMENT ("Agreement") is made and entered into as of this ______ day of _______, 20____, ("Effective Date") by and between GMRI, Inc., a Florida corporation having a place of business at 1000 Darden Center Drive, Orlando, FL 32837 for itself and its affiliated companies ("Company"), and ______________, a ______________ corporation/organization having a place of business at ________________________, on behalf of itself and its affiliates ("Vendor").

WHEREAS, Vendor provides Security Guard Services as defined herein; and

WHEREAS, Company desires to purchase such services from Vendor.

NOW, THEREFORE, and for mutual consideration given and received, the parties agree that the following terms and conditions shall apply:

1. **Services.** Vendor will provide all labor and equipment to perform security guard services, where such services shall include, but are not limited to, protecting Company’s guests, employees, and its and their persons, property and equipment from damage, theft or harm and any other duties as reasonably required by the applicable restaurant manager(s) (hereinafter, “Services”). Company agrees to purchase and Vendor agrees to perform, directly or through its agents or subcontractors, at Company’s Restaurant(s) (“Site(s)”), the Services as described above, subject to Company’s General Terms and Conditions, which are attached hereto and incorporated herein by this reference, and Company’s then current Restaurant Security Guard Rules, an example of which is set forth in Attachment A, at the price set forth below. Vendor represents to Company that all Security Guard Services provided to Company hereunder will be performed in a professional and workmanlike manner.

2. **Schedule.** Vendor shall schedule the time of performance of all Services at the request of each Site’s General Manager/Managing Partner which will be confirmed in writing by either fax or e-mail communication prior to Vendor commencing any Services for the Site.

3. **Fees for Services.** Upon Acceptance of the Services, Company shall pay Vendor a fee at the rate agreed upon between the parties. Services will be provided at the rate of $_______ per hour throughout the Term of the Agreement. Upon completion of the Services, Vendor will submit detailed accurate invoices to the applicable Site(s) for approval and review prior to payment.

4. **Term.** This Agreement shall continue from the Effective Date until terminated by the Company immediately upon written notice to the Vendor of Company’s intent to terminate this Agreement.

5. **Site(s).**

   Restaurant Name: __________________________ located at __________________________

   Restaurant Name: __________________________ located at __________________________
Restaurant Name: __________________________ located at __________________________

Restaurant Name: __________________________ located at __________________________

IN WITNESS WHEREOF, the parties have caused this Restaurant Security Services Agreement to be executed by their undersigned duly authorized representatives as of the day and year first written above.

**Vendor**

By: __________________________

Print Name: __________________________

Title: __________________________

Phone: __________________________

Facsimile: __________________________

**Company**

By: __________________________

Print Name: __________________________

Title: __________________________

Phone: __________________________

Facsimile: __________________________
SCOPE – Services shall mean the Services as mutually agreed upon in writing by the parties and described in the attached General Services Agreement (“Agreement”).

PRICE – In full compensation for the Services provided under this Agreement including all applicable state, federal, local, or other taxes and any and all reasonable expenses Vendor may incur, Company shall pay Vendor at the rates set forth in the Agreement, for Services actually rendered by Vendor. All amounts payable by Company pursuant to the terms of this PRICE clause shall be inclusive of taxes and shall remain unchanged for the Term of this Agreement. Payment shall be made pursuant to the PAYMENT TERMS clause in this Agreement.

PAYMENT TERMS – Invoices shall be paid net 30 days from Company’s receipt of invoice, subject to Company’s Acceptance of Services, in accordance with the terms in this Agreement.

INVOICING FOR SERVICES – Vendor’s invoices shall be issued and entered into Company’s system within ten (10) days after completion of the Services rendered, unless a fixed-fee invoicing schedule is provided in the General Services Agreement, in case which invoices shall be issued in accordance with the schedule set forth. All invoices shall provide a detailed itemization of charges contained therein. The Services shall be delivered free from all claims, liens, and charges whatsoever. In the event Vendor owes money to or is otherwise obligated to Company when the invoice is issued, Company may offset such invoices or the sums due or obligated, making payment to Vendor only for such balance due.

ACCEPTANCE – Company shall have the right to inspect Services and to accept or reject any such Services which are in Company’s judgment non-conforming. In the event Company reviews services whose defects or non-conformities are not apparent upon examination, Company reserves the right to require the rework of such services.

TIMELY PERFORMANCE – Vendor acknowledges that time is of the essence in the performance of the Services. If Vendor has knowledge, or reasonably should have knowledge, that anything may prevent the timely performance of the Services under this Agreement, Vendor shall immediately notify Company and include all relevant information concerning the delay or potential delay.

INDEPENDENT CONTRACTOR – Nothing contained herein or in any other instrument, agreement or other document delivered pursuant hereto or in connection herewith shall make either party the partner, joint venture, agent or employee of the other. It is intended that Vendor is, and shall continue to be, an independent contractor of Company and Vendor shall be responsible for all of its obligations and liabilities with respect to the operation of its business.

AGENTS - From time to time, Vendor may, subject to the terms and conditions set forth in this Agreement, engage employees, independent contractors, suppliers, volunteer assistants or other persons or entities (collectively, “Assistants”) to aid Vendor in performing Vendor’s duties under this Agreement. Neither Company nor any of its subsidiaries, affiliates or related companies has any relationship with or to such Assistants and such Assistants are not employees, agents, suppliers, representatives, assistants or independent contractors of Company, its subsidiaries, affiliates or related companies. Vendor shall be fully and solely responsible for the supervision of such Assistants and for all work performed by such Assistants and any third-party subcontractors approved by Company as provided in this Agreement. In the event that any Assistant performing Services is found to be unacceptable to Company for cause or without cause, including, but not limited to, demonstration that he or she is not qualified to perform such Services, Company shall notify Vendor of such fact and Vendor shall immediately remove said Assistant from performing Services and, promptly provide a qualified replacement.

LIENS – Vendor agrees to bond off any liens filed against the Project within ten (10) days from the filing or recording of said lien, and to fully indemnify, defend and protect Company from any and all damages and claims, including attorney’s fees at all trial and appellate levels and in all mediation and arbitration proceedings, related to said lien. The Vendor acknowledges that disputes between Company and Vendor shall not relieve the Vendor of its obligation to bond around, satisfy, indemnify, and/or defend Company from any liens filed against the property. In the event Vendor fails to post a bond to remove a lien from the Project, then Company, in addition to any other rights and remedies provided for in this Contract or at law or in equity, in its sole discretion and without necessity of providing advance or prior notification to Vendor, shall have the right to post a bond to remove any lien from the Project, to deduct the premiums, together with all costs related thereto, including, but not limited to, attorney’s fees at all trial and appellate levels and in all mediation and arbitration proceedings, and to set-off said costs and expenses from any payments which would otherwise be due to Vendor under the provisions of these General Conditions or any other contract for any other project entered into by the parties hereto. Vendor’s failure to bond off any and all liens filed against the Project within the time period prescribed herein shall be deemed an admission by Vendor that the amounts claimed to be owed under the liens are accurate and validly due and owing to the respective lienors from the Vendor. It is further acknowledged by all parties hereto that Company shall be entitled to reasonably rely upon such admission by Vendor in resolving such liens directly with each lienor should Company, in its sole discretion, choose to resolve the liens filed against the Project.

NO-LIEN CONTRACT – In the event the applicable law of the jurisdiction in which the Project is located so allows, then this Contract shall be a “no-lien” Contract and Vendor agrees to relinquish and release any and all lien rights it may otherwise have had pursuant to applicable state or federal law; subcontractors, sub-subcontractors and materials suppliers, by virtue of incorporation of these Contract Documents into their subcontract agreements, similarly relinquish said rights to claim any and all liens against the Project.

MINIMUM SURETY RATING – Any surety providing a bond of any kind, pursuant to the LIENS clause above, shall have a minimum AM-Best rating of “A-V” and shall be listed on the U.S. Treasury Department’s list of approved sureties effective as of the date of the Contract (Department Circular 570) with a minimum underwriting limit equal to twice the penal sum of the bond being issued.

WARRANTY AND STANDARD PERFORMANCE – Vendor warrants that all Services performed under this Agreement shall be performed in a diligent, work person like and professional manner, in conformance with applicable professional industry standards. For Services performed not meeting this warranty Vendor shall, at Company’s sole discretion, correct such Service(s) or refund all monies paid by Company. In the event Company requests a refund, Company may also, in addition to all other rights and remedies available to it, terminate this Agreement without any further obligations to Vendor. This warranty shall run for a period of sixty (60) days for work and one (1) year for parts from the completion of the Services and shall survive inspection, acceptance, and payment. In addition, Vendor will assign to Company’s projects, team members of its staff who have adequate education, training, and experience to perform the tasks assigned to them.

CONFIDENTIALITY – Vendor shall view as Company’s property any reports, studies, plans, models, drawings, brochures, idea, data, program, technical, business, competitive, customer or other similar information, whether in tangible or intangible form and however conveyed (“Information”). Vendor shall, at no charge to Company, and as Company directs, destroy or surrender to Company promptly at its request any copy of such Information. Vendor shall keep Information confidential, not disclose it to any third party, and use it only in performing under this Agreement, and shall obligate its employees, subcontractors and others working for it, if any, to do so in writing, provided that the foregoing shall not apply to information previously known to Vendor free of any obligation, or made public through no fault imputable to Vendor.
COMPLIANCE WITH LAWS – Vendor shall comply at its own expense with all applicable laws, ordinances, regulations and codes, including the identification and procurement of required permits, certificates, licenses, insurance, approvals and inspections in performance under this Agreement and shall indemnify, defend and hold harmless Company and its officers, directors, employees and agents, from and against any claims arising from Vendor’s failure to so comply.

USE OF MARKS – Vendor shall not, without the prior written consent of Company’s Director, Media Relations & External Communications or the applicable Director of Brand Marketing: (a) engage in publicity related to this Agreement, or make public use of any Identification, as defined herein, in any circumstances related to this Agreement; or; (b) publish or use any such Identification, as defined below, in any advertising, sales promotion, press releases, or publicity matters. “Identification” means any semblance of any trade name, trademark, service mark, insignia, symbol, logo, or any other designation or drawing of Company or its affiliates or subsidiaries. Vendor shall remove or obliterate any Identification prior to any use or disposition of any material rejected or not purchased by Company.

INDEMNITY – Vendor agrees to indemnify, defend and hold harmless Company, its affiliates and their customers, officers, directors, employees, successors and assigns (all referred to in this clause as “Company”) from and against any losses, damages, claims, liabilities, fines, penalties and expenses (including reasonable attorney’s fees) that arise out of or result from: (1) injuries or death to persons or damage to property, including theft, in any way arising out of or caused or alleged to have been caused by the Services performed by, or materially provided by, Vendor or any persons furnished by Vendor; (2) assertions under Workers’ Compensation, Employer Liability, wage claims, or similar acts made by persons furnished by Vendor; or (3) any failure of Vendor to perform its obligations under this Agreement; provided, however, that Vendor’s liability under (1) or (2) above may be limited to the extent such damages are determined by a court of competent jurisdiction to have been caused by negligence of Company.

IMPLEADER – Vendor shall not impede or bring an action against Company based upon a claim made by any employee or claimant for damages related to personal injury or death of a Company employee for which Company has previously paid, or is obligated to pay, workers’ compensation benefits and for which such employee or claimant could not otherwise bring legal action against Company.

INSURANCE – Vendor shall maintain and cause Vendor’s subcontractors, if any, to maintain during the term of this Agreement: (1) Workers’ Compensation insurance as required by the law of the state in which the Services are performed; (2) employer’s liability insurance with limits of at least $1,000,000 for each occurrence; (3) automobile liability insurance (if the use of motor vehicles is required to perform the Services), with limits of at least $1,000,000 combined single limit for bodily injury and property damage per occurrence; (4) Commercial General Liability (“CGL”) insurance, including Blanket Contractual Liability and Broad Form Property Damage, with limits of at least $1,000,000 combined single limit for bodily injury and property damage per occurrence. All Vendor and automobile liability insurance shall designate Company, its affiliates, and its and their directors, officers and employees (all hereinafter referred to in this clause as “Company”) as additional insureds. All such insurance must be primary and non-contributory and required to respond and pay prior to any other insurance or self-insurance available. Any other coverage available to Company shall apply on an excess basis. Vendor agrees that Vendor, Vendor’s insurer(s) and anyone claiming by, through, under or on Vendor’s behalf shall have no claim, right of action or right of subrogation against Company or its customers based on any loss or liability that is insured against under the foregoing insurance. Vendor and Vendor’s subcontractors shall furnish prior to performing any Services, certificates or adequate proof of the foregoing insurance, including, if specifically requested by Company, endorsements and policies. Company shall be immediately notified in writing prior to cancellation of, or any change in, the policy. Vendor shall not be permitted to perform Services without proper insurance coverage in the amounts indicated herein, and so must immediately procure substitute policy coverage with another carrier should such coverage become unavailable. Insurance companies providing coverage under this Agreement must be rated by A.M. Best with at least an “A” rating.

NOTICES – Any notice or demand which, under the terms of this Agreement or under any statute, must or may be given or made by Vendor or Company shall be in writing and shall be given or made by certified or registered mail or by overnight carrier with confirmed delivery notification. All notices shall be addressed to the respective parties at the addresses provided in this Agreement.

ASSIGNMENT – Vendor shall not assign any right or interest under this Agreement (excepting solely for monies due or to become due) without the prior written consent of Company. Vendor shall be responsible to Company for all Services performed by any subcontractor(s) at any tier.

SURVIVAL OF OBLIGATIONS – The obligations of the parties under this Agreement, which by their nature would continue beyond the termination, cancellation, expiration or expiration of this Agreement, shall survive termination, cancellation, or expiration of this Agreement.

WAIVER – The failure of either party at any time to enforce any available right or remedy under this Agreement, or otherwise, with respect to a breach or failure by the other party shall not be construed to be a waiver of any other right or remedy.

TERMINATION – Company may, at any time during the term or any renewal term hereafter, terminate this Agreement, in whole or in part, immediately upon written notice to Vendor. In such case, Company’s liability shall be limited to payment of the amount due for actual Services provided and accepted by Company, and if applicable, any deliverables received through the date of termination.

CHOICE OF LAW – This Agreement and the performance of the parties hereunder shall be controlled and governed by the laws of the State or Province in which the Services are performed by Vendor.

ALTERNATE DISPUTE RESOLUTION – If a dispute relates to this Agreement, or its breach, and the parties have not been successful in resolving such dispute through negotiation, the parties agree to attempt to resolve the dispute through mediation by submitting the dispute to a sole mediator selected by the parties or, at any time at the option of a party, to mediation by the American Arbitration Association (“AAA”). Each party shall bear its own expenses and an equal share of the expenses of the mediator and the fees of the AAA. All defenses based on passage of time shall be suspended pending the conclusion of the mediation. Nothing in this clause shall be construed to preclude any party from seeking injunctive relief in order to protect its rights pending mediation. In the event that mediation is unsuccessful, the parties agree to submit the matter for binding arbitration by AAA and in accordance with the AAA rules for commercial arbitration. In such event, each party shall bear its own expenses and an equal share of the arbitrator fees of the AAA.

SEVERABILITY – The invalidity or illegality of any provision of this Agreement shall not affect the enforceability of the remaining provisions of this Agreement.

ENTIRE AGREEMENT – This Agreement contains the entire agreement between the parties hereto with respect to the subject matter hereof, and no understandings relative to the contents of this Agreement exist between the parties other than as expressed herein. Any purchase order, document or transaction record utilized by Vendor shall be for administrative convenience only, and any terms therein which conflict with this Agreement shall be deemed null and void during the entirety of the relationship. No representation or statement not contained on the original of this Agreement shall be binding upon Company as a warranty or otherwise, nor shall this Agreement be modified or amended except by a writing signed in ink by Vendor and an authorized Company Director.
Restaurant Security Guard Rules

In accordance with our obligation to protect the safety and welfare of our guests and employees, and understanding the need to preserve company property, equipment, and reputation, it may be necessary to employ Security personnel. Security and police personnel will adhere to the following standards and rules while performing work for our restaurants:

- The restaurant’s front, back, and side doors are NEVER to be left unattended when opened.
- Security personnel must maintain physical control of open doors until they are re-secured.
- No one (guest, visitor, or employee) is to be admitted into the restaurant after closing without the express permission of the Manager on Duty.
- Security personnel will not sit in cars while on duty.
- **Law enforcement officers are authorized to carry firearms. Non-law enforcement personnel may not carry or bring firearms, knives, or any other weapons on restaurant property without express WRITTEN permission from Darden Corporate Security and the Corporate General Counsel.**
- Drinking on duty, or reporting for duty while under the influence of alcohol or illegal drugs, is a ground for immediate dismissal from the restaurant.
- Any unusual incidents must be reported, in writing, to the Manager on Duty. Serious incidents require notification of the General Manager/Managing Partner, Director of Operations and the Corporate Security Department.
- Physical force is only to be used for self-defense and defense of others in an eminent bodily harm situation. Only matching force may be used. All local, state and federal laws shall be obeyed.
- Unless otherwise specified by the General Manager/Managing Partner, or restaurant circumstances, Security Officers must be in full uniform.
- During overnight assignments, Security Officers should request and maintain Manager names and emergency contact numbers. All incidents must be immediately reported to the Manager.
- During overnight assignments, security persons should remain in the building until the opening Manager arrives at the restaurant or otherwise assumes responsibility for the restaurant.

I understand it is my responsibility to ask questions and clarify unclear information prior to signing this Restaurant Security Guard Rules document. I also understand this document is in effect throughout the immediate assignment, and during all subsequent assignments.

Name (print)______________________________________ Date___________________

Signature________________________________________

Security Company________________________________________________________

Telephone Number________________________________________________________

Address__________________________________________________________________

Copies of the Security Company’s bond, license, and liability insurance must be on file on Site.
Form W-9

[Rev. December 2015]
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/described entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor
☐ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
☐ Limited liability company. Enter the tax classification [ ]
☐ Other (see instructions) ▶

Print or type

See Special Instructions on page 4.

City, state, and ZIP code

List account number(s) here (optional)

Part I

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

Employer Identification number

Part II

Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or if I am applying for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has not notified me that I am no longer subject to backup withholding.
3. I am a U.S. citizen or other U.S. person (as defined below).

Certification Instructions. You must cross out Item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here ▶

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, where applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States, or under the laws of the United States, or
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-9).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay the withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Cal. No. 16281X

Form W-9 (Rev. 12-2015)
**SECURITY INVOICE**

**DARDEN**

Please check proper box:

- Red Lobster (R)
- The Olive Garden (O)
- LongHorn Steakhouse (L)
- Eddie V's (W)
- Bahama Breeze (E)
- The Capital Grille (G)
- Seasons 52 (J)

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| Vendor Phone #:      |      |                     |       |      |        |

| Vendor Name:         |      |                     |       |      |        |
| Vendor Address:      |      |                     |       |      |        |

Vendor Signature: __________________________________________

**NOTE:** If this is the first time this vendor is being used, please attach completed W-9 form to ensure prompt payment.