



**Authorization to Deduct Pay**

I understand that it is the policy of this company to park Source Logistics' equipment on company property, a designated area during off duty or at home on time off.

I authorize Source Logistics to deduct personal advances from my earnings. If advances are issued for company expense and I do not furnish tickets and receipts to support the expenditures within 10 days of expenditure, I authorize Source Logistics to recover the amount from any of my earnings. I understand that authorized company items purchased by me will be reimbursed provided that each item is supported by a receipt.

I understand that 20.00/week will be held out of my weekly earnings until the amount of 500.00 is reached. These earnings will be held in escrow for the duration of my employment. In the event my employment terminates, the earnings in escrow may be used to satisfy any outstanding expenses or debt owed to the company in the final processing.

I understand that should my employment with Source Logistics end by either resignation or termination within 3 months from my date of hire, the company will deduct all pre and post orientation expenses/payments incurred. This would include transportation tickets, lodging, physical and drug screening, supplies, meals and training manuals. I also understand that all required documents necessary to complete payroll, billing, taxes, or safety forms along with company issued equipment must be turned in within 5 days or and administrative recovery fee will be incurred to replace these items.

I understand that fuel expenses incurred by my driving Source Logistics equipment on unauthorized miles at 1.25/mile, re-power, recovery and DOT fines may be deducted from my earnings. All equipment must be turned in to a Source Logistic facility.

Driver Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

Date: \_\_\_\_\_