



Affordable Engineering Services, Inc
- High Quality, Quick Response, Low Cost -
Test Engineering, Reliability/Safety, Circuit Design, Software Design, QA, Logistics

ADMINISTRATION MANUAL REVIEW & ACKNOWLEDGMENT

This employee administration manual has been prepared for your information and understanding of the policies, philosophies and practices and benefits of Affordable Engineering Services, Inc. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to your supervisor by the due date.

I, _____, acknowledge that a copy of Administration Manual has been provided to me. The Affordable Engineering Services Administration Manual outlines the goals, policies, benefits and expectations of Affordable Engineering Services, as well as my responsibilities as an employee.

I have familiarized myself with the contents of this manual. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Administration Manual provided to me by Affordable Engineering Services, Inc. I understand this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of Affordable Engineering Services.

The employee understands and acknowledges that his or her employment with the Company is at the will of the employee and the Company, and either the employee or the Company has the right to terminate that relationship at any time for any reason. No statement in any Company document, in the Company Administration Manual, the Employee Benefit Summary, any other **written document, or any oral statement shall be deemed or construed to create an employment contract.**

Employee signature: _____