

# SAFARI MARKETING GROUP

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## Check Request Policy

Due to our sporadic event schedule you are to request your check. Our check request policy is as follows:

You must wait two weeks after each event to be paid for that event. You must request your check before Tuesday at noon, in order for it to be issued the following day (Wednesday). Your check will be ready the following day (Wednesday) after 4:00pm. You can come by the office to pick up your check; otherwise it will be placed in Thursday's mail. Should you request your check after 12:00pm, it will go out the following Wednesday. NO EXCEPTIONS! \_\_\_\_\_

**Forced Checks:** The only time Safari forces checks out, is when there has been a major event; such as the Super Bowl or Rodeo. When such an event, your check will be forced out 2½ to 3 weeks after the event. There is no check request needed, after such events. \_\_\_\_\_

**Itemized Check Statement:** There are no check stubs with your checks. Instead we send out an Itemized Check Statement (ICS). The ICS will have your name and address and will list all the dates/events that you are getting paid for. It will also list your check in/check out times, pay and any deductions or additions. Along with that, there will be a note towards the bottom of the page regarding any deductions or additions. \_\_\_\_\_

**Deductions:** Your first check should always have a deduction. That deduction is for your uniform and parking pass. In the event that your uniform was not deducted out of your first check it will be deducted on a future check. Any other deductions will be determined by the reports and reconciliation on your bar. As Contract Labor you are held responsible to get a job done and to get that job done right. You are held responsible for all of your inventory and money. Meaning:

- Take good counts of your beginning inventory,
- Hold on to any spoilage,
- Charge the correct prices and
- Make sure you give correct change.

At the end of the day, make sure you get correct counts of your

- Ending inventory,
- Spoilage and
- Money.

If your location is short; then that amount will be divided by the number of people working that location and that ending amount will be deducted from your check. \_\_\_\_\_

**Additions:** Believe it or not there are occasional additions. These are not to be expected, but they will come on your ICS if Leslie deems it necessary. \_\_\_\_\_

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

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

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