



Employment

The company hires Devena Andrews (your name) for a two-month probation period. During the probationary period a designated manager will closely supervise the newly-hired worker while compiling his proficiency profile. The ultimate goal during the probation period is to prepare the worker to be able to perform the full scope of duties required. The probation period expires in 60 days starting the date this agreement is signed. Should evaluation of the proficiency profile by the Board of Directors yield a "fail" result at the end of the probationary period, the company maintains the sole right to terminate the employment. Should the proficiency profile satisfy the requirements, an official business proposal for a one-year term will be made with a consequent employment contract. An increase in remuneration is foreseen for each parcel processed and duly sent by the worker.

Duties

The worker is expected to receive parcels addressed to different customers, repackage them and send them further. Working days are Monday to Friday. Days off are the weekend and all state holidays.

Job Requirements

- To be home from 9am to 5pm on working days. (Couriers will deliver packages during those hours.)
- Check the inbox for incoming emails at least once per hour. (This provides constant contact with the designated manager.)
- To maintain a cellular phone turned on during work hours.
- To send an email confirmation to the manager about a new parcel arrival immediately upon arrival.
- To assure the prompt departure of a parcel once all required documentation is received.

Employer will do/provide the following:

- All necessary documentation and information to assure a smooth work flow.
- Timely payment of earned monies.
- Pay all work-related expenses.

Salary

The employee will earn \$20 for every processed package, except for first five packages. First five are test packages. The employee will be paid once a week to his PayPal account in five business days after request. The minimum withdrawal amount is \$100.

Penalties

Each of the following violations will lead to a penalty of a \$100.

- Absence from home (working place) without a notice during working hours
- Loss of a package
- Unwarranted delays in processing parcels

Confidentiality

The worker will be provided with information about customers and suppliers. All data is to remain confidential. Discussing of all company matters with strangers and acquaintances is forbidden; absolutely no exceptions. Each leak of personal and business related information will be prosecuted accordingly to the laws of the United States of America.

Termination

The worker maintains the right to resign prior to the end of the probationary period. Nevertheless, the worker is to promptly inform the company of his decision two weeks prior to the date of the planned resignation and to perform the full scope of work duties during those two weeks. The company maintains the right to terminate the employee in case he is unable to perform satisfactorily. Should a rescission of a contract occur, the company is to pay all earned money during working time.

Date 11/9/2025

Your Name Devena Andrews

Signature 