

**Acknowledgement of Receipt of
LENCO Supplies
Employee Handbook**

I acknowledge that I have received a copy of the LENCO Supplies employee handbook. I understand that I am responsible for reading and abiding by all policies and procedures in this handbook, as well as other policies and procedures of the Company.

I also understand that the purpose of this handbook is to inform me of the Company's policies and procedures, and it is not a contract of employment. Nothing in this handbook provides any entitlement to me or to any Company employee. I also understand that management has the right to change any provision of this handbook at any time with or without notice and that I will be bound by any such changes.

Signature

Date

Print Name

Please sign and date this acknowledgement.