

STOP! STOP! STOP! This is serious. The following is a condition of employment.

Every technician involved in changing tires **MUST, every single time** for every tire, used or new and every vehicle, have a completed tire sheet middle section and answer all of the underlined questions before being involved in removing a tire from the vehicle or changing a tire. Every technician on every tire, wheel or car must have read and personally agree that all conditions have been met prior to proceeding with changing tires. **You must have your initials on a tire courtesy prior to being involved in a tire changing operation.**

If you chose to ignore this notice, all involved individuals including techs and service writers will immediately be placed on probation and ALL BENEFITS you receive will be frozen for 5 days(first offense). For example, you will not accrue vacation during his time and you will not be eligible to use vacation during this time.

Do not remove this notice. No excuses will change this notice. **If you suspect that wheel/tire damage is possible during the changing operation, YOU MUST tell a service writer in advance of starting the service. If you damage or scratch a wheel in any way, YOU MUST tell your service writer and the customer has to be informed.**

The only valid tire courtesy inspection is the one in the tire quoter. No other form will be accepted and the use of any previous or other form will result in the consequences shown above. It is your responsibility to secure the correct form prior to starting the job.

Print name _____ Signature _____ Date _____