



Welcome to the MyEmployees family!

Here at MyEmployees, we pride ourselves in delivering your program to you quickly; so it is important to review your invoice and **ensure there are no errors**. If there are any issues, please contact us within **24 Hours** so we can correct any problems, otherwise we will begin production on your order.

Your plaques are custom made with 100% Solid Walnut and laser engraved specifically for your store number and location. Once the logo and location are engraved, we are unable to make changes so it is important we have all the information correct.

This PDF has all of the materials you'll need for your program to start out on the right foot. Please review these as soon as you can. We'll get your plaques out to you, and look for your first winners at the end of your start month. If you have any questions, feel free to contact us at 1-800-489-0230.

INVOICE INFORMATION

If you did not already pay for your order by credit card, then you'll be billed on net 30 terms. This makes the **payment due 30 days after the product ships**. Most of our orders ship out within two weeks, so we encourage you to submit this emailed invoice for payment. We'll also send you another copy in the mail for your records.

Your Recognition Consultant will contact you again when your plaques arrive, answer any questions you may have, and to help get your program started off on the right foot.

We look forward to serving you for years to come.

Thank You!

David Long, CEO

MyEmployees
312 Crowatan Road
Castle Hayne, NC 28429

Tel: 800-489-0230
Fax: 910-350-0230
<http://www.myemployees.com>

 **MYEMPLOYEES**
EMPLOYEE ENGAGEMENT EXPERTS™

How Our System Works

Call 1-800-489-0230 and speak to one of our representatives for FAST service.

We will ship your yearly supply of plaques via FedEx. This includes all annual and monthly plaques. Year-end awards will be made at your request.



We typically mail your nameplates within the next business day via First Class Mail.

Call, Fax, Email or submit your monthly winners via our app located on both the Apple and Google stores.

Our Reminder Service



What if you forget to submit your monthly recipients?

NO PROBLEM!!! We were thinking of you when we created our REMINDER SERVICE. At the beginning of each month, we will email or fax you to remind you to submit your winners. If you don't have a fax machine or we don't hear from you, we will call you.

(Try getting another company to do that!)



MY EMPLOYEES

EMPLOYEE ENGAGEMENT EXPERTS™

312 Crowatan Rd • Castle Hayne, NC 28429

PHONE (910) 392-9663 • FAX (910) 350-0230

MONTHLY AWARDS PROGRAM FAX SHEET

This sheet is for faxing in the names of your Monthly Winners for your Employee Recognition Program. Please use this sheet as your master sheet. Please make copies and use one each month to alert us concerning your monthly winners.

Thank you.

PLEASE FAX TO: 910-350-0230

**** NO COVER SHEET IS NECESSARY ****

COMPANY NAME / STORE #: _____

CITY & STATE: _____

CONTACT PERSON: _____

MONTH:

A	B	C	D	E	F	G	H	I	J	K	L
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PLEASE PROVIDE YOUR EMAIL ADDRESS: _____