

## Calco Concrete Pumping, Inc.

# JOB TICKET PROCEDURE

It is the intent of this procedure to instruct employees how to accurately complete Calco Concrete Pumping, Inc. (hereinafter called Calco) job tickets and educate the employee of the job ticket's implications as a legal and binding contract between the contractor and Calco. A completed job ticket will prevent lawsuits, liability or indemnification resulting from incidents or accidents on job sites. An inaccurate, incomplete, or altered job ticket may void and nullify the contractual agreement between the contractor and Calco. Should an incident or accident involving persons, equipment, buildings, or other structures occur, the complete, correct, and signed job ticket may protect the Company from lawsuits or payment of damage(s).

Managers, concrete pump operators, and any other personnel completing a job ticket must use the following guidelines. In no way will an employee alter any portion of a job ticket such as by deleting, scratching out, making changes, etc. The job ticket is a "footprint" or record of the events which took place during a pour involving a Calco concrete pump. Calco or Calco's customers use the job ticket as a reference of the events that happen during a pour. In doing so, the customer may request a copy of the ticket. If the ticket is not correct, has been altered, or is not signed neither Calco nor the contractor can use the job ticket as evidence of events as it has now been nullified and may not be recognized in a court of law.

1. The employee's responsibilities are:
  - A. The signature and the printed name of the contractor or the contractor's representative and the date of the signature are required in the section titled "The Terms and Conditions Governing This Rental As Described On The Reverse Side Are Understood and Agreed To".  
**It can not be over stated how important this signature is to validate these contractual terms and must be obtained prior to the beginning of the pour**
  - B. The signature and the printed name of the contractor or the contractor's representative are required at the bottom of the job ticket where it states "The Above Hours Are Verified To Be Correct". Obtain this signature at the end of the pour
  - C. Correct date of the pour and job site address, including the city/town. Contact dispatch for assistance
  - D. Correct spelling in all areas of the job ticket. Contact dispatch for assistance

- E. Complete all of the hour meter and speedometer sections
- F. If an employee is in a situation where a change or alteration to a job ticket requires being made in order to preserve the accuracy of the ticket, he/she is advised as follows:
  - 1. Contact an area manager or dispatch for instruction
  - 2. If you are out of phone service, void the incorrect job ticket and start a new job ticket with the correct information. **DO NOT ALTER THE JOB TICKET.** All signatures are required on the new job ticket
- G. Employees are strongly encouraged to use comment boxes to record important information explaining the events of the pour
- H. Contact your area manager or any office staff with questions
- 2. The area manager's responsibilities are:
  - A. Review the job tickets on a daily basis insuring they are accurate, complete, and signed by the contractor
  - B. Check for spelling errors and address the errors with the person responsible for completing the job ticket. **DO NOT ATTEMPT TO ALTER OR CHANGE** the misspelled word as altering the job ticket will void the contract
  - C. Check for signatures in the following sections;
    - 1. "The Terms and Conditions Governing This Rental As Described On The Reverse Side Are Understood and Agreed To"
    - 2. "The Above Hours Are Verified To Be Correct"
  - D. Counsel and train employees on correct use of this procedure as necessary. It is management's responsibility to insure employees understand the contractual legalities of Calco's job ticket
  - E. Calco's management team is to address job ticket changes he/she deems necessary with accounts receivable prior to billing the customer. Reasons for changes must be recorded in the comment box

*I have read and understand the above procedure addressing the importance of accurately completing job tickets. If I do not understand or have questions concerning this procedure, it is my responsibility to address those concerns with my area manager.*

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*Signature*

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*Date*

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*Print Name*