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**COMPANY SUPPLIED CELL PHONE AND DATA USEAGE**

Employees of [FULL COMPANY NAME] may hereafter be referred to as “[COMMON NAME]” or The Company, are issued a company supplied smart phone.

The data sent and received on this phone when browsing the internet, sending and receiving email for close outs and other work related tasks is not unlimited. Historically, [COMMON NAME] has provided and paid for approximately GB of data transfer per user per month. This has always been more than a sufficient amount of data per user to perform work tasks.

Employees that exceeds the GB per user allowance, you will be charged for each GB over our allowance at the rate of $ per GB. Example: If you use GB, you will be charged $ for the month and this charge will be deducted from your pay on the next payroll following the billing cycle. If you use GB, your pay will be deducted $ . Billing cycle for your company phone is the thru the . Payment plans will not be allowed on data usage overage charges.

I agree and understand that if the data usage on the company supplied smart phone issued to me goes over GB, between the of one month to the of the following month, I will be responsible for that overage at $ per <1 GB of data.

I agree and authorize that the charge for data overage may be deducted from my pay check. I understand that the entire amount owed may be taken from the first paycheck following month overage occurred.

Employee Name (printed) Date

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Employee Signature Witness Signature