MaKo Mechanical Inc.

1283 North State Route 130

Villa Grove, IL 61956

217-832-9744

Date: March 16, 2016

To: All Employees

From: Don Kopp and Ken Mattox

RE: Company Credit & Debit Cards

Mako Mechanical Inc has strict guidelines and rules pertaining to issuance and use of company credit and debit cards. Attached you will find a copy of the rules that will need to be read, signed off on by each employee and returned to the office for filing in each employee file. Thank you for your cooperation in this matter.

Don Kopp & Ken Mattox