From: Tutors on Wheels

68-60 Austin Street

Forest Hills, NY 11375

Dear Jon Femster: March 3, 2011

It is Tutors on Wheels policy that all tutors exiting the company must return certain documents. These documents are important not only to Tutors on Wheels, but also to parents, and the schools we service.

The documents to be returned are as follows:

1). IEP (Individualized Education Program)

2). Progress reports

3). All materials borrowed from the student, school or Learning Center.

4). All Invoices must be submitted.

Until all documents are returned, your paycheck will be withheld.

As an Independent Contractor with Tutors on Wheels, I agree to these conditions.

Sign Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_