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April 26, 2021

## Letter of Engagement

Ms. Carla Laszlo  
**Amazon**  
410 Terry Ave H  
Seattle, WA 98109

Dear Ms. Laszlo

This letter confirms the engagement of **THE BURKE GROUP, INC. (TBG)** to represent the interests of Amazon relative to labor matters. All third-party persuader activity will be conducted, if necessary, by **LABOR INFORMATION SERVICES, INC.** Research and video requirements will be contracted through **PTI LABOR RESEARCH**. Invoices for these services, if required, will be billed through these companies.

**TBG** appreciates the opportunity to provide such representation and has accepted this assignment based on the following criteria:

The following **TBG** billing schedule will apply:

<b>TBG</b>	Senior Consultant	\$375.00 per hour
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Expenses are billed at cost and include but are not limited to:

1. Transportation portal-to-portal including: airfare plus upgrade when lowest possible coach fare purchased, auto rental, local transport (taxi, shuttles, etc.) and mileage @ current IRS rate.
2. Lodging, plus \$6/day phone expense per consultant if lodging overnight.
3. Meal per diem @ \$46/day for 4 or more hours worked, (\$23/day for less than 4 hours worked and/or consultant commuted).
4. Miscellaneous expenses specific to case, i.e., research, NLRA guides, postage, Federal Express, clerical, etc.
5. TBG administrative expense equal to 1% of labor billed on each invoice.

**TBG** will forward its invoices monthly. All invoices are due and payable upon receipt.

A finance charge of 1.5% per month will be assessed on all balances not received within 60 days of the date of the invoice.

Any estimate of anticipated fees that we provide at the request of Amazon whether for budgeting purposes or otherwise, are only an approximation of potential fees due. Under no circumstances are such estimated costs to be viewed as a maximum or minimum fee quotation.

**Estimated Projected Cost**

**Scope of Work:**

**To support the Amazon ER Team in communications with  
employees at Staten Island FC (JFK8)**

**Two Senior Consultant (Brad Moss & Mark Lema) – @\$375/per hour**

**All hours worked will be billed at the above hourly rate**

**Location of assignment: Staten Island, NY (JFK8)**

If after starting the assignment The Burke Group and client determine that the scope of work needs to be expanded, all hours worked over the original Letter of Engagement will be billed at the hourly rates stated in the Letter of Engagement until a revised Letter of Engagement is provided for the client's approval and signature.

We are aware that some corporations/companies require a "**Purchase Order**" to be established before any payments for invoices can be processed. If your company has this requirement, please have your purchasing department contact our corporate office to obtain any required information or documentation needed to complete your Purchase Order process. If your company does not contact us for this information, we will assume that your company does not require a Purchase Order and prompt payments will be made on all invoices presented to your company for our services.

You shall, at all times have the right to terminate **TBG's** services upon written notice to that effect. **TBG** shall, at all times, have the right to terminate our engagement if management fails to cooperate with us in any way which we may reasonably request, fails to timely pay statements for fees and costs, or in the event that we determine, totally within our discretion, that it would be unethical or impractical to continue our representation.

Both parties agree that this agreement shall be deemed fully enforceable and governed by the applicable laws of the State of California. Further, in the event of any material dispute arising out of this Agreement, specifically Amazon agrees that it will be liable for any and all legal fees incurred by **TBG**.

If the foregoing terms and conditions are acceptable to you, please sign, date, and return via email this agreement to our corporate office. We appreciate the opportunity to work with you on all labor matters as they may occur and appreciate our association with you.

Very truly yours,



David J. Burke,  
Chairman of the Board/CEO



## **ELECTRONIC SIGNATURES**

In accordance with federal law, the parties shall execute this Agreement electronically – binding the parties to the same degree as a handwritten signature – by using the following process to create an electronic symbol signifying an intent to be legally bound. Each party must fill in the name, title, and date below, and insert a blackened box (“■”) at the end of the line marked “Electronic Signature (***Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation***)\*.” This Agreement shall not be binding on either party until both parties have electronically executed versions of the Agreement that are identical (apart from the electronic execution) and delivered the same to the other party by electronic mail as an attachment. Each party shall retain a paper copy of the electronic mail and attached executed Agreement received from the other party.

Approved and authorized by Jones Day:

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

Title: \_\_\_\_\_

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

Electronic Signature

(***Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation***): ☐

Approved and authorized by The Burke Group:

Name: David Burke

Title: Chairman of the Board/CEO

Date: April 26, 2021

Electronic Signature

(***Replace Empty Box with Blackened Box Here to Enter Into Binding Obligation***): ■

\*This may be done in Microsoft Word by double-clicking on the above unfilled box, choosing a blackened box, and then clicking “Insert.” Alternatively, one can use the commands “Insert” and “Symbol,” choose the blackened box, and then click “Insert.”