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Authorized New Hermes  
Distributor

**ACCENT SIGNAGE SYSTEMS, INC.**

July 10, 2000

Notes from Meeting with Andy Engeldinger on 7/10/00

**In attendance:** Rami Cooks, Production Manager and Andy Engeldinger, Sign Shop

The purpose of the meeting was to discuss Andy's performance thus far during his 90 day probationary period in the sign shop.

Andy is doing a good job in learning how to make signs. At this point, he has been involved in a number of large jobs and has had the opportunity to not only learn about the computer, but also some set ups, and sign fabrication (windows, Braille, specialty sign fabrication). I am pleased with his progress in this area.

There is an area of concern, however, regarding Andy's work habits; specifically, his time management. There has been a change in his work ethic between hot stamping and the sign shop. Andy has promised to be more sensitive to how his time is spent during the day and to actively seek out the next project rather than waiting for Barry or Rami to come to him.

Again, Andy, I am pleased with your overall progress and will continue to work with you on the time management issue.

Rami Cooks  
Production Manager

John.  
Please file in  
Andy's file

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Review Date 4/26/2006

**Employee Likes:**

See's the company moving forward  
New technology challenging designs  
Less intervention in his work, allowed to get on.

**Employee Recommendations for Improvement**

Communication of upcoming jobs  
Want's to be kept more in the loop

**Management Recommendations next three months**

Next 3 months attend 1 day training course-How to deal with difficult people  
Next 6 months Project Management

**Recommended Compensation**

Cost of living (3%) now another review in three months after completion of one course.  
(\$1.00-.25)

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Review Date 10/16/2006

Had a conversation with Andy today and told him we were worried about his work production and the time he is off of work or working at a much reduced capacity. Andy said that he was aware of the problem and this is associated with the injury he sustained when he was rear-ended 3 months ago.

I told Andy that we understood his current problem, but we still needed to understand if he was going to be available to work a full 8 hours a day in his capacity as the lead person in the engraving area. If no, we needed to obtain some documentation from a certified Physician indicating what the problems are and how we can help in a full recovery.

John Souter

**Andrew Engeldinger**

Date: 10/24/2006

Andy was reported today by two co-workers at different times for being rude and abusive to our new employee Mina Erikson.

Andy was spoken to immediately and informed that this kind of behavior will not be tolerated in the future and he should consider this an official warning and this information will be entered into his HR file.

John Souter & Rami Cooks.

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Date 11/03/2006

On November 11<sup>th</sup> Reuven was in the sign shop and casually asked Andy how he was doing, Andy replied, everyone is abusive to me. When prompted by Reuven who everyone was, Andy did not specifically name anyone. Reuven explained to Andy that he could not help him if he could not he did not know who to specifically talk to. At this point Andy said he needed to talk with his lawyer.

The following morning Reuven came to see me and explained the situation with Andy and as of 9.00am today (11/3/2006) Andy has not reported in for work, or has he called in to explain whether or not he will come today.

John Souter

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Date 1/26/2007

Rami Cooks, Andy and me had a meeting today about our work flow process and specifically layouts, the function Andy is personally responsible for. The reason being, due to customer complaints about mistakes in our signage, we have recently implemented a proofing process that calls for all layouts to be created and approved by the customer or the CSR prior to going into production, this was an agreed upon work flow and Andy is not following through with this procedure.

Andy's position is that many layouts are exactly the same and only need the room number or information data changed and therefore needs only to complete one or two layouts for guidance the room numbers and informational data can be changed by the engraver at the time of production.

I told Andy, this is not something we want the engraving operator to be responsible for, as this work flow does not allow for customers to see a proof before the job goes into production and will not allow us to improve our error rate. However Andy feels it is a waste of his time and talents to just enter different data into layouts, therefore I asked him to provide me with a work flow plan that can address his concerns and still allow us to proof all layouts prior to production. I told him to give it some thought over the weekend and let me know on Monday morning.

John Souter

Employee

Supervisor Rami Cooks

Manager John Souter

Review Date 5/3/2007

**Employee Likes:**

The technical aspects of engraving

**Employee Recommendations for Improvement**

None at this point he feels he is the top person in the engraving department

**Management Recommendations next three months**

Due to his experience, we would like Andy to take a leadership role in terms of training new personnel, but in a respectful manner. In the past we have heard this is often difficult for Andy, but it is an important part of supervising the production in the engraving department. His goal is to coach the engraving staff to increase their technical capability and the productivity of the department and work as a team member with other departments and line management. We will give this a 60 day trial to see if Andy can step up to the plate.

**Recommended Compensation**

Review after 60 days as a supervisor

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Date July 7<sup>th</sup>, 2007

After the regular daily production meeting where we discuss the delivery of jobs and any associated problems, Andy asked to speak with me saying he felt that he had been disrespected in that he was challenged for not communicating well with both CSR's and a customer on what was wrong, or required for him to create a layout and submit a proof for customer approval.

Personally, I did not think he was singled out at all; production meetings are designed by definition to discuss and resolve issue that affects our customer's quality of product and delivery times. I explained this to Andy.

Later in the day he asked to speak with me again on the shop floor and continued to insist that he was disrespected, so I told Andy that we can discuss this later in my office. By the time I returned to the shop floor, around 4.30pm Andy had already left the workplace.

On Thursday July 5<sup>th</sup>, I had a discussion with Matt Elfmann who said we were thinking of leaving because of the way Andy treated him and how offensive he found Andy to be. I have heard a similar comment from a woman who worked here, Mina Erikson after she left Accent, but wondered if this was because she was not happy working here.

I have had conversations in the past two days with both Yossi and Rami who have explained to me that Andy has communicated disparaging remarks to them recently and has been very difficult to work with.

When Andy returns from Vacation on Monday July 9<sup>th</sup> I intend to discuss this behavior with him and try and find out what the cause is and then discuss how to address this problem if at all possible.

John Souter

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Date July 10<sup>th</sup>, 2007

I had a meeting with Andy today to go over his 60 day review as a possible supervisor in the engraving department. I explained to Andy that feedback from line management and co-workers had not been positive in that they indicated his style of managing work allocation, training and communications in general were abrasive and short, in other words, this really was not working the way we had anticipated.

Initially Andy was a little upset and then I showed him his HR folder where we had received complaints in the past about his manner and that Rami had discussed this with him on an unofficial basis. What I told Andy was that under no circumstances would Accent tolerate continued disrespectful behavior from anyone, no matter what their position or tenure was, and he really needs to consider this and how best to deal with the positive elements he has to offer. On this basis I asked Andy if he would consider working fulltime in layouts and pre-production prototypes. This is a new department where Andy can take a leadership roll. We will hire another person for the department working part time that Andy can train, as he is our best and most qualified person to do this.

I asked Andy if he would support us in this position and he stated he would.

John Souter

Employee Andy Engeldinger

Supervisor Rami Cooks

Manager John Souter

Date November 29<sup>th</sup>, 2007

I spoke with Andy today about how he treated Andrea during her short period here. Andrea told me just prior to leaving she was not happy with how Andy spoke to her and felt he was condescending and rude. I asked Andrea why she did not tell me this sooner and she said she did not want to cause any trouble.

John Souter

**To:**  
Andy Engeldinger  
Operator  
Fabrication Department

**From:**  
Rod Grandner  
Controller

**Date:** 7/27/11

**Subject:** Written Warning – Unacceptable work times

This letter is a warning for your unacceptable work times over the past month. The management and the reporting authorities have been closely monitoring your arrival and it has been found through evaluation, that you have punched in late for your start time 15 out of 16 work days this month, please see the attached list. Per the employee handbook regarding work schedules, you are to arrive before your shift begins and be prepared to start at the schedule time. Please see section 502 of the employee handbook attached. It is imperative that during this crucial time for Accent that all employees are available to perform when expected and for their entire shift. Please be advised that further incidents of this nature are subject to strict disciplinary action and can even lead to the termination of your employment with us.

I acknowledge by my signature below that I have been given the opportunity to present my views and explanations and I am signing this review prior to it being placed in my personnel file.

*Employee Name:* Andy Engeldinger

*(Employee Signature)* \_\_\_\_\_

**Rod Grandner (rod@accentsignage.com)**

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**From:** John Souter (john@accentsignage.com)  
**Sent:** Monday, March 19, 2012 2:12 PM  
**To:** Rod Grandner (rod@accentsignage.com)  
**Subject:** FW: Inlay process.

Hello Rod,

Please put a copy of this in Andy's file and I will try and find out exactly what happened.

Thanks,  
John.

**From:** Reuven Rahamim (reuven@accentsignage.com)  
**Sent:** Friday, March 16, 2012 9:06 PM  
**To:** John Souter (john@accentsignage.com)  
**Subject:** Re: Inlay process.

John,

Can please get all party involved to make sure EVERYONE no exactions is following the process. Please make sure it is written and enter in to Andy's personal folder. Please make sure Amara enter the ad for experience engraver with minimum five years in the sign business.

Thank you,

Reuven

On Mar 16, 2012, at 4:16 PM, "Yossi Ben-Harush (yossi@accentsignage.com)" <yossi@AccentSignage.com> wrote:

As we discussed at our lunch.

We have a procedure how to rotary inlay signs as follow:  
Female cut- we set the offset to "0.00" for all machine to get uniform thickness.  
We adjusting the male cut to fit into the female. Once the male offset checked and approved we can cut all male parts with not worry once or ever.

Unfortunately Andy changing the offset in female for each one of his machine. That create major problem when cutting the male.

Mike & myself tried to talk to him several time especially when we work together on same layout to make a rule about keeping the process with reasonable and clear path to make the job runs smooth.

Andy resist to change this process. Now we have dozen of layers in sign shop MCCT each one with different offset value without even start cutting the male...

We need to force procedure to be implemented by all involved.

Yossi

Ref Andy Engeldinger

Date: March 21<sup>st</sup> 2012

At around 10.00am this morning Rami Cooks called me and asked if I could come downstairs to review a problem; apparently Rami had asked Andy to cut badges out of sheet materials and make sure the cut was clean so it did not require additional hand-work to clean up the edges. Apparently some 18 sheets of material were involved in this application and many were not cut through on all edges, requiring hand finishing, exactly what Rami wanted to avoid. In short when Rami discussed this with Andy; Andy accused Rami of exaggeration and was disrespectful in his discord and hence Rami asked me to come and see the situation.

Looking at the situation it was clear there was a significant problem with the quality of the cut on some if not all edges and I informed Andy this was not acceptable behavior. I also stated that Rami is in charge of Quality Control and was perfectly within his professional capacity to point this out to you and that I supported his position in this matter.

I also informed Andy that if there is a problem with communications my door is always open and I would listen to both sides of the review, as I did here. However this is the second such case of Andy disagreeing with his manager's decision that required my intervention. The first one was about six weeks ago but I did not write this up as I thought it was just a minor emotional difference; this time however in my opinion it was not, but rather in this case not producing what was asked for and trying to defend poor workmanship.

John Souter

Director of Operations

A handwritten signature in black ink, appearing to be 'JS', written over the typed name 'John Souter'.

September 20, 2012  
To: Andy Engelbinger  
From: Rami Cooks  
Re: Your Late Arrival

Dear Andy,

Yesterday, September 19, I noticed that you were 20 minutes late. Andy, we have discussed your chronic late arrivals several times in person -- we discussed it on March 21<sup>st</sup>, August 19<sup>th</sup>, and many other times -- but the message does not seem to be getting through. You are constantly arriving 10-25 minutes late every day.

As it states in the Employee Manual, we start each day at 8:00am. When you arrive to work late it causes disturbances in the work flow and our quality of work. We need to rectify this issue **immediately**.

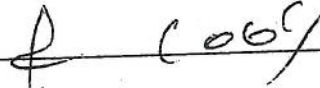
If you have any questions, please come and talk to me or Reuven.

Sincerely,

Rami Cooks

Rami Cooks

x

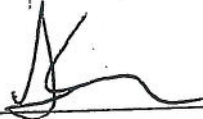


Date

9/20/12

Andy Engelbinger

x



Date

9-20-12

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee ANDY LANKROINER Effective Date 5/1/00  
Department HOT STAMP Supervisor RAMI COOKS

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ New: Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$ 10.50 per Hr Wk Mo Yr To \$ 12.00 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt  Incentive/Bonus \$ \_\_\_\_\_

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor J. Cooks Date 5/10 President [Signature] Date 5/10/2000  
Entered H/R \_\_\_\_\_ Date MAY 10 2000

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee ANDY ENGELDIGER Effective Date 7/21/00  
Department SIGN STOP Supervisor Rami Coors

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
New: Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$ 12 per Hr Wk Mo Yr To \$ 12.50 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt \_\_\_ Incentive/Bonus \$ \_\_\_\_\_  
*90 Day review as promised when moved to SIGN STOP*

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor R Coors Date 8/1/00 President Rami Coors Date 8/2/2000  
Entered H/R [Signature] Date AUG - 2 2000  
[Signature]

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

**Employee Add/Change Form**

Employee Andy Engeldinger Effective Date 05.07.01  
Department Sign Shop Supervisor Donna Svec

Please ADD the following new employee to our Payroll records :

Name \_\_\_\_\_ S S # \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
New: Address \_\_\_\_\_ City/St/Zip \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$12.50 per Hr Wk Mo Yr To \$13.00 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt X Incentive/Bonus \$ \_\_\_\_\_

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor Donna Svec Date 05.14.01 President [Signature] Date 5-13-01  
Entered H/R \_\_\_\_\_ Date MAY 14 2001

MAY 14 2001

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee

Andy Engledinger

Effective Date

5/6/02

Department

Sign Shop

Supervisor

Dale Nelson

Please ADD the following new employee to our Payroll records:

Name

SS #

Address

Home Phone ( )

City/ST/Zip

Birth Date

Salary/Wage

\$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

Status Change

Name/Marital Status

From:

To:

Attach copies of legal forms or documents for any legal name change

MAY 21 2002

Address/Phone Change

Current:

Address

New:

Address

City/ST/Zip

City/ST/Zip

Home Phone ( )

Home Phone ( )

Salary/Wage Change

Prior approval of President required

From \$ 13 per Hr Wk Mo Yr To \$ 13.75 per Hr Wk Mo Yr

Exempt \_\_\_

Non Exempt

Incentive/Bonus \$ \_\_\_\_\_

Termination

Voluntary \_\_\_

Involuntary \_\_\_

Reason:

Attach any supporting documents for Employment Termination

AUTHORIZATIONS:

Supervisor

*[Signature]*

Date 5/21/02

President

*[Signature]*

Date

Entered H/R

Date

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee ARM Effective Date 8/1/02  
Department \_\_\_\_\_ Supervisor Rami Cooks

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS # \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ New: Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$ 13.75 per Hr Wk Mo Yr To \$ 14.25 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt \_\_\_ Incentive/Bonus \$ \_\_\_\_\_

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor Rami Cooks Date \_\_\_\_\_ President [Signature] Date \_\_\_\_\_  
Entered H/R \_\_\_\_\_ Date \_\_\_\_\_

FORM 501  
- 501 -

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

**Employee Add/Change Form**

Employee AMY EDGEBURG Effective Date \_\_\_\_\_  
Department SIGN SHOP Supervisor RAMI COOKS

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ New: Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$ 14.25 per Hr Wk Mo Yr To \$ 15 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt \_\_\_ Incentive/Bonus \$ \_\_\_\_\_

MAY 00 2003

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor R. COOKS Date 5/7/03 President [Signature] Date \_\_\_\_\_  
Entered H/R \_\_\_\_\_ Date \_\_\_\_\_

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee ANDY ERGELDING Effective Date 5-3-04  
Department SIGN SHOP Supervisor Rami Coors

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ New: Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$ 15 per Hr Wk Mo Yr To \$ 16.25 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt \_\_\_ Incentive/Bonus \$ \_\_\_\_\_

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor R. Coors Date 5/3/04 President [Signature] Date 5-5-04  
Entered H/R \_\_\_\_\_ Date \_\_\_\_\_  
[Signature]

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee ANDY ENGELDORF Effective Date 3/21/05  
Department SIGA SHOP Supervisor RAMI COOD

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/ST/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

**Status Change** Name/Marital Status  
From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

**Address/Phone Change**  
Current: Address \_\_\_\_\_ New: Address \_\_\_\_\_  
City/ST/Zip \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

**Salary/Wage Change** *Prior approval of President required*  
From \$ 16.25 per Hr Wk Mo Yr To \$ 18.00 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt \_\_\_ Incentive/Bonus \$ \_\_\_\_\_

MAR 24 2005

**Termination**  
Voluntary \_\_\_ Involuntary \_\_\_  
Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:  
Supervisor Rami Cood Date 3/24/05 President \_\_\_\_\_ Date \_\_\_\_\_  
Entered H/R [Signature] Date \_\_\_\_\_

ACCENT SIGNAGE SYSTEMS INC  
ACCENT SIGN SUPPLY INC

Employee Add/Change Form

Employee Andy Engeldinger Effective Date 8/14/2006  
Department Engraving Supervisor Rami Cooks

Please ADD the following new employee to our Payroll records:

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Address \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ Birth Date \_\_\_\_\_  
Salary/Wage \$ \_\_\_\_\_ per Hr Wk Mo Yr Exempt \_\_\_ Non Exempt \_\_\_

Documents to attach: Original Application W-4 form I-9 form Interview Results

Please CHANGE the following information on a current employee for our Payroll records:

Status Change

Name/Marital Status

From: \_\_\_\_\_ To: \_\_\_\_\_  
Attach copies of legal forms or documents for any legal name change

Address/Phone Change

Current: Address \_\_\_\_\_ New: Address \_\_\_\_\_  
City/St/Zip \_\_\_\_\_ City/St/Zip \_\_\_\_\_  
Home Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Salary/Wage Change

Prior approval of President required

From \$ 18.54 per Hr Wk Mo Yr To \$ 19.54 per Hr Wk Mo Yr  
Exempt \_\_\_ Non Exempt \_\_\_ Incentive/Bonus \$ \_\_\_\_\_

Termination

Voluntary \_\_\_ Involuntary \_\_\_

Reason: \_\_\_\_\_  
Attach any supporting documents for Employment Termination

AUTHORIZATIONS:

Supervisor John Santos Date 8/9/06 President \_\_\_\_\_ Date \_\_\_\_\_  
Entered H/R \_\_\_\_\_ Date \_\_\_\_\_

# EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about Accent Signage Systems, Inc., and I understand that I should consult my supervisor or the General Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Accent Signage Systems, Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Accent Signage Systems, Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to Accent Signage Systems, Inc.'s policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of Accent Signage Systems, Inc. has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

  
\_\_\_\_\_  
*Employee's Signature*

2-12-01  
\_\_\_\_\_  
*Date*

Andrew Engeldinger  
\_\_\_\_\_  
*Employee's Name (typed or printed)*

# EMPLOYEE ACKNOWLEDGMENT FORM

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Employee's Signature

2-27-07

Date

Andy Engeldinger

Employee's Name (typed or printed)

EMPLOYMENT APPLICATION

BD 1-27-76

SSN [REDACTED]

5/3/99

at - 9.50 hr  
3<sup>rd</sup> - 10.00  
per hr

INSTRUCTIONS:

If you need help to fill out this application form or for any phase of the employment process, please notify the person that gave you this form and every effort will be made to accommodate your needs in a reasonable amount of time.

- 1. Please read "APPLICANT NOTE."
2. Complete both sides of this form.
3. Print clearly; incomplete or illegible applications will not be processed.
4. The AFFIRMATIVE ACTION QUESTIONNAIRE on page three is optional.
5. Do not fill out any other attached forms until instructed.

TODAY'S DATE: 4-19-99

NAME: Engeldinger Andrew J. Last First M.I.

HOME PHONE: 612-870-9811 WORK PHONE: 521-4707

CURRENT ADDRESS: 623 E. Franklin MPLS. MN. 55404

PRIOR ADDRESS: 7415 Elliot Ave South Richfield MN. 55423

APPLICANT NOTE

This application form is intended for use in evaluating your qualifications for employment. This is not an employment contract. Please answer all appropriate questions completely and accurately. False or misleading statements during the interview and on this form are grounds for terminating the application process...

AVAILABILITY

For which position are you applying? Hot Stamps / Saw Room

Are you legally able to work in the United States? [X] Yes [ ] No
What date can you start? Which category would you prefer? [X] Full-time [ ] Part-time [ ] Temporary [ ] Labor Pool
For which schedules are you available? [X] Weekdays [ ] Weekends [ ] Days [ ] Evenings [X] Overtime [ ] Shift [ ] Other

EDUCATION

Please circle highest grade completed. 7 8 9 10 11 12 13 14 15 16 16+

Table with columns: NAME, CITY/STATE, GRADUATE?
Row 1: High School Academy of the Holy Angels, Richfield, MN., yes

SECURITY

List states and counties of residence for the past seven years. MN. Hennipen County

[ ] Yes [X] No Have you been convicted of a felony and/or served time in the past seven years? If so, please describe below. (In accordance with company policy this information will be reviewed for job relatedness and time since last conviction and will not necessarily affect your eligibility to be hired.)

Table with columns: INCIDENT, CITY/STATE, CHARGE
Row 1: 1.
Row 2: 2.

JOB-RELATED SKILLS

NOTE: Do not fill out any part of this section you believe to be non-job related. Please exclude any information indicative of age, sex, religion, national origin, or disability.

- [ ] Yes [ ] No If the job requires, do you have the appropriate valid driver's license? DL# \_\_\_\_\_ Type \_\_\_\_\_ State of Issue \_\_\_\_\_
[ ] Yes [ ] No Have you had any moving violations? Please describe \_\_\_\_\_
Please list any other skills, licenses or certificates that may be job-related or that you feel would be of value to this job or company. I can color match paint, stains and lacquers by eye. I am experienced with a variety of power tools. I am responsible, reliable, intelligent, detail oriented, a fast learner.
[ ] Yes [ ] No Have you been given a job description or had the requirements of the job explained to you?
[ ] Yes [ ] No Do you understand these requirements?
[ ] Yes [ ] No Can you perform the requirements of this job with or without reasonable accommodation?

POSITION APPLYING FOR
DATE
MIDDLE
FIRST
LAST
NAME

**ACCENT SIGNAGE SYSTEMS, INC. - JOB DESCRIPTION**

<b>JOB TITLE</b> Lead Signmaker	<b>MANAGER/SUPERVISOR?</b> yes      no   x	<b>No. of Staff Supervised?</b> 0      3	<b>DIVISION/DEPARTMENT</b> Sign Shop
<b>LOCATION</b>	___ part-time: _40_ hours _x_ full-time	<b>DATE WRITTEN</b> 6/22/05	
<b>REPORTS TO: Production Manager</b> Name: Andy Engeldinger      Title: Lead Signmaker			
<b>SALARY GRADE</b> (To be completed by supervisor)	<b>SALARY RANGE</b> <del>                    </del> (To be completed by supervisor)	<b>SHIFT</b>	
<b>PURPOSE OF POSITION</b> (Include primary accomplishments, products, and services, who benefits from them and how.) The lead signmaker assures all sign production jobs are laid out accurately and produced efficiently as well as meeting customer specifications. This person provides training and guidance to other signmakers in machine operation and sign-making methods.			
<b>ESSENTIAL DUTIES</b> (What do you have to be able to do to achieve the desired results of your job? Include management and leadership responsibilities for work team leaders.) Set up job files to run either on a rotary or laser engraver Communicate with customer service reps as needed to clarify customer requirements beyond what is communicated on the work order. Implement procedures described in the sign shops operating manual. Improve procedures based on shop data and experience. Provide guidance, as needed, to signmakers regarding how to run a job and explain the rationale for the production methods selected. Teach signmakers how to lay out jobs and interpret work order instructions. Review and modify the production schedule with the production manager to reflect current realities in the sign shop. Coordinate sign shop staffing requirements with the production manager. Other duties as assigned.  (Add another sheet if insufficient room)			
<b>GENERAL DESCRIPTION</b> (How would you describe this job to someone who has never done it?) The lead signmaker ensures that the sign shop is running smoothly. This individual works with customer service to make sure that the customer's requirements are met in the layout of the project. This individual sets up jobs for the engravers. <i>as needed</i> The lead signmaker will follow up with questions for the customer service rep responsible for the job. <i>as needed</i> The lead signmaker ensures that projects are on target with due dates and coordinates with the production manager if overtime is required. <i>when adequate notice is given and staffing requirements are met</i> The lead signmaker provides tech support to Gravograph/New Hermes customers and demonstrates engraving machines as needed.			
<b>MINIMUM REQUIREMENTS</b> (What is required to perform the Essential Duties?) High school diploma or equivalent Experience with computer-generated graphics Familiarity with layout, graphics, fonts, computer-based graphic systems Experience operating detail-orientated machinery  I have reviewed and determined that this job description accurately reflects the position.			
<i>Rami Cooks</i> Supervisor signature		<i>6/22/05</i> Date	<i>Andy Engeldinger</i> Employee signature <i>6-24-05</i> Date
<i>Rami Cooks</i> Print Name		<i>Andrew Engeldinger</i> Print Name <i>5/3/99</i> Date	