

Bass Custom Landscapes

P.O. Box 445 * Bonaire, GA 31005 * 922-0818
Landscape & Irrigation Contractors

December 12, 2017

Prospect Name & Address

Dear Prospect,

This letter is to formally offer you a position of employment at Bass Custom Landscapes.

Listed below are the details. The position that you have interviewed for is Landscape Installation crew leader. I have a target date of (enter date here) to start work.

- This position is paid hourly at a rate of \$10.00/hour for the first _____ months (days). You are scheduled for reviews at 6 months and 1-year anniversaries.
- The work hours are M-TH 7:00AM-5:30 PM . Friday or Saturday is used for make up of rain days. During the months of April, May & June it is very common to work Fridays & Saturdays to meet our seasonal demands of our customers.
- Our goal is for you to work 2340 hours in a year. 2000 hours are at regular pay rates and 340 hours are at 1 ½ times your pay rate. This should create an annualized salary of \$20,000 of regular pay and approximately \$5100 of overtime pay up to a total of \$25,100 your first year with our company. Your actual pay will be reflected in your bi-weekly actual hours worked.

Responsibilities include:

- Providing landscape, hardscape & irrigation installation services per our company contracts
- Driving trucks, operation of equipment, basic maintenance of equipment
- Customer Interaction and Customer Service
- Efficient routing & scheduling of daily work loads
- Supervision of 1-3 technicians on your crew
- Complete and accurate job records
- Cost save measures, cost control awareness and implementation in your daily routine

Benefits include:

- Great, Dependable Wages
- Great Equipment to Work With
- Great Clients to Meet & Service
- An opportunity to gain valuable business experience that will last a lifetime
- 8 paid holidays per year after 6 months of employment (80 hours)
- 1 week paid vacation after 1 year of employment (40 hours)
- Paid training and education for education towards your Certified Landscape Professional
- Company shirts & pants provided at no cost to you after one year
- Workers Compensation and Unemployment Insurance
- Social Security benefits per federal programs

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Job Requirements:

- Valid Georgia Drivers License with a copy of your most recent MVR report
- Maintain a health card per DOT requirements (fee paid by company)
- Non – Compete and Confidentiality Agreement
- Commercial Applicators License within 1 year of start of job
- Certified Landscape Professional within 2 years of start of job
- Attend one educational program per year on topics relative to your job such as the Georgia Green Industry educational sessions (paid by the company) with an emphasis on Landscape, Hardscape or Irrigation Training & Customer Service

Our positive education policy and business education program will put you on the fast track for career advancement and personal growth. It will take hard work, honesty and long term commitment for you to maximize your potential. You can do it at Bass Custom Landscapes. You can earn all the money and get all the education you need to meet your career goals while working with me.

Our goal is to provide you with an opportunity to use your skills to help us grow this company. I will expect you to remain at our company for a minimum of one year. I will provide you a \$300 cash bonus at your one-year anniversary and re-evaluate our agreement. The value of this opportunity to enhance your career and this company is priceless.

Warmly,

Tony Bass, President
Bass Custom Landscapes

AGREED TO : _____ Tony Bass

AGREED TO: _____ Name DATE: _____

Here is a summary of your future compensation program.

| | | |
|-------------------------------|----------|--------------------|
| Hourly Pay & Overtime Pay - | \$25,100 | year one |
| Retention Bonus - | \$300 | end of year one |
| Simple IRA Matching Dollars - | \$753 | year two eligible |
| Sub Total - | \$22,553 | |
| Uniforms Provided - | \$250 | year two |
| Paid Holidays - | \$480 | 6 months eligible |
| Paid Vacation - | \$400 | year two |
| Paid Training - | \$800 | year one |
| FICA Matching- | \$1645 | year one |
| Unemployment Insurance - | \$645 | year one |
| Total Plan - | \$26,773 | year two potential |