

# Job Description & Performance Review Packs

JD/PR Packs available from:

<https://www.provetccg.com.au/product-category/hr-documents/job-description-performance-review-packs/>

Fourteen different packs available to suit the most common job roles.

## What's included in each document pack

Each pack contains **two professionally structured documents** designed to work together:

1. **A Position Description**
2. **A Performance Review & Development Tool**

They are designed to clearly define expectations, guide performance, and support consistent management and development of staff within a veterinary practice.

### 1. Position Description

#### Purpose:

The Position Description clearly defines the scope of the role and the minimum standards expected. It sets out *what the job involves, how it is performed, and the level of responsibility attached to the role.*

#### What it includes:

- Role purpose and accountability
- Clear statement of responsibility
- Detailed breakdown of duties across key performance areas, typically including:
  - Administrative, operational and supervisory responsibilities
  - Technical or clinical performance
  - Client care and communication
  - Professional conduct, compliance, and ongoing development
- Explicit expectations around:
  - Clinical standards
  - Communication and teamwork
  - WHS, hygiene, and safety
  - Legal and professional obligations
  - Continuing education and ethical conduct

#### How it's used:

- Onboarding and induction
- Clarifying role boundaries and expectations
- Reference point for performance discussions
- Supporting consistency across the team
- Risk management and compliance documentation

#### Typical length:

Approximately **5–8 pages**, depending on role complexity.

## 2. Performance Review & Development Tool

### Purpose:

The Performance Review document translates the Position Description into a **practical, structured evaluation tool**. It allows performance to be assessed consistently, fairly, and transparently over time.

### What it includes:

- Clear rating scale with defined performance standards
- Structured assessment criteria aligned directly to the Position Description
- Rating sections across the same key duty areas, such as:
  - Administration and operational performance
  - Technical or clinical competence
  - Client care and communication
  - Professional conduct and teamwork
- Space for:
  - Comments and examples
  - Category averages and overall performance score
  - Career goals and role development discussion
  - Training needs and development planning
  - Future performance objectives
  - Employee and manager sign-off

### How it's used:

- Annual or periodic performance reviews
- Structured feedback discussions
- Identifying strengths and development areas
- Workforce planning and progression discussions
- Supporting training, mentoring, and succession planning
- Maintaining formal HR records

### Typical length:

Approximately **9–14 pages**, depending on the depth of criteria and review sections.

## How the two documents work together

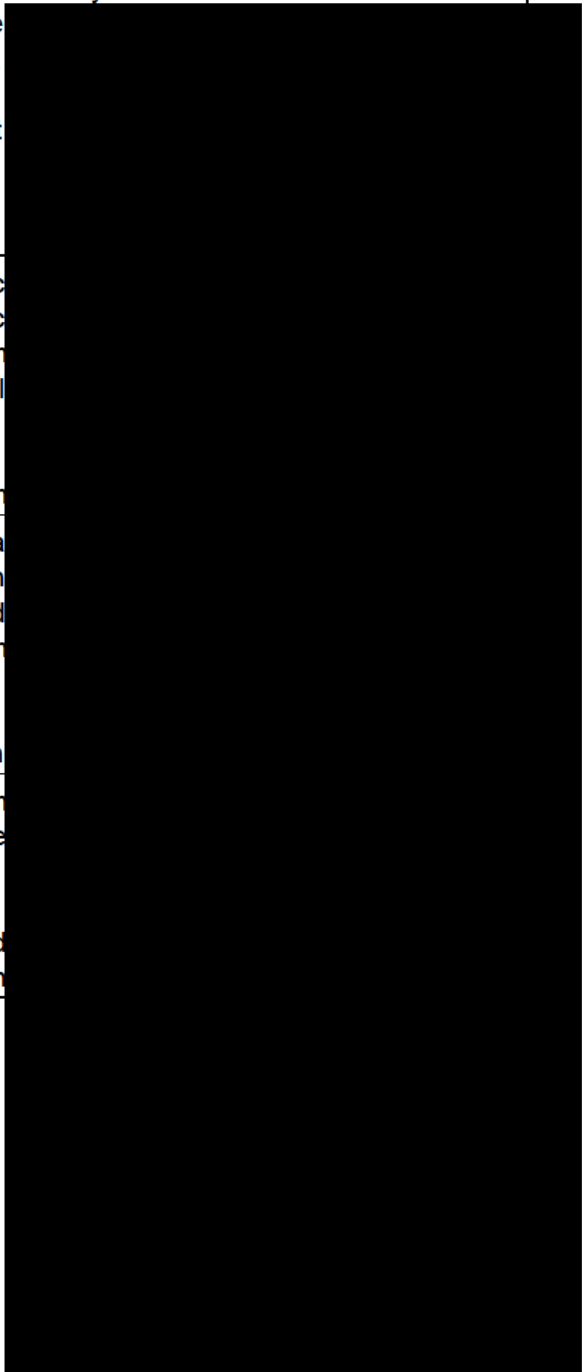
- The **Position Description** defines *what is expected* in the role
- The **Performance Review** measures *how effectively those expectations are being met*
- Together, they provide:
  - Clarity for employees
  - Consistency for managers
  - Documentation for HR, compliance, and professional standards
  - A shared framework for performance, feedback, and development

## Key value for practices

- Reduces ambiguity around roles and responsibilities
- Supports fair, structured, and defensible performance management
- Aligns day-to-day performance with practice standards and expectations
- Provides a scalable framework that can be adapted across multiple roles

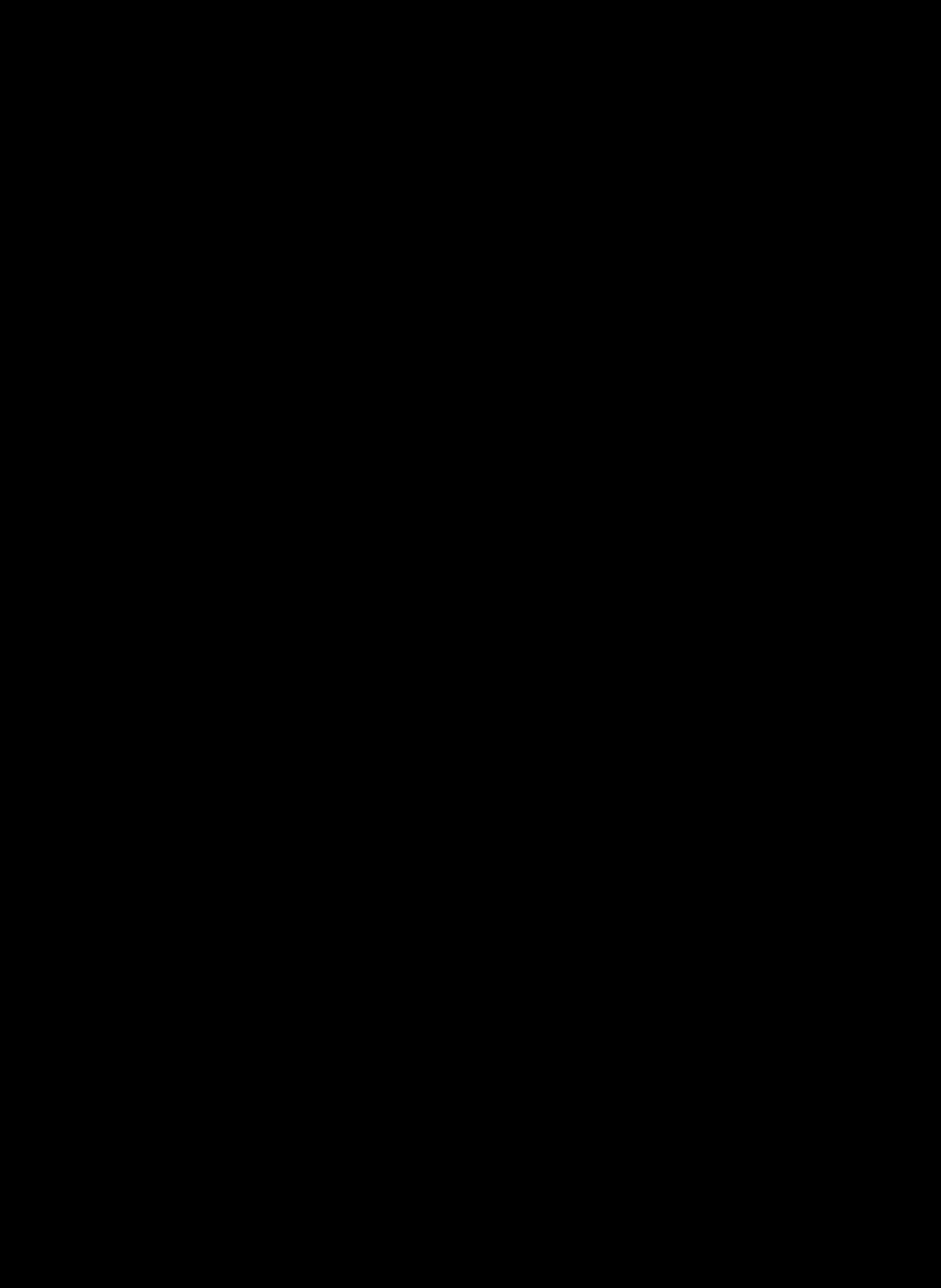
*JD/PR Pack example follows:*

<b>Position</b>	<b>Veterinary Associate</b>	
<b>Job Purpose</b>	To ensure the practice runs smoothly and efficiently in all areas – while providing professional and personal veterinary care to our clients and patients at all times (& as such performing professional work including more difficult assignments requiring substantial professional experience and initiative.)	
<b>Reports To</b>		
<b>Statement of Responsibility</b>	This document represents a description of your role within the practice and the minimum standards of performance expected of you.	
<b>SUMMARY OF DUTIES</b>		
<b>Key Duty</b>	<b>Responsibilities</b>	
<b>1. Administrative, Operational and Supervisory Performance</b>	1.1 Practice Policy 1.2 Marke 1.3 Huma 1.4 Syste 1.5 Invent 1.6 Office 1.7 Practi 1.8 Practi	
<b>2. Technical Performance (Medical and Surgical)</b>	2.1 Surgic 2.2 Surgic 2.3 Comm 2.4 Pathol 2.5 Veteri 2.6 Radio 2.7 Comm	
<b>3. Reception and Client Care Performance</b>	3.1 Anima 3.2 Patien 3.3 Sched 3.4 Comm 3.5 Custo 3.6 Produ 3.7 Merch	
<b>4. Personal Conduct Performance</b>	4.1 Comm 4.2 Proble 4.3 Job K 4.4 Perso 4.5 Confid 4.6 Contin	



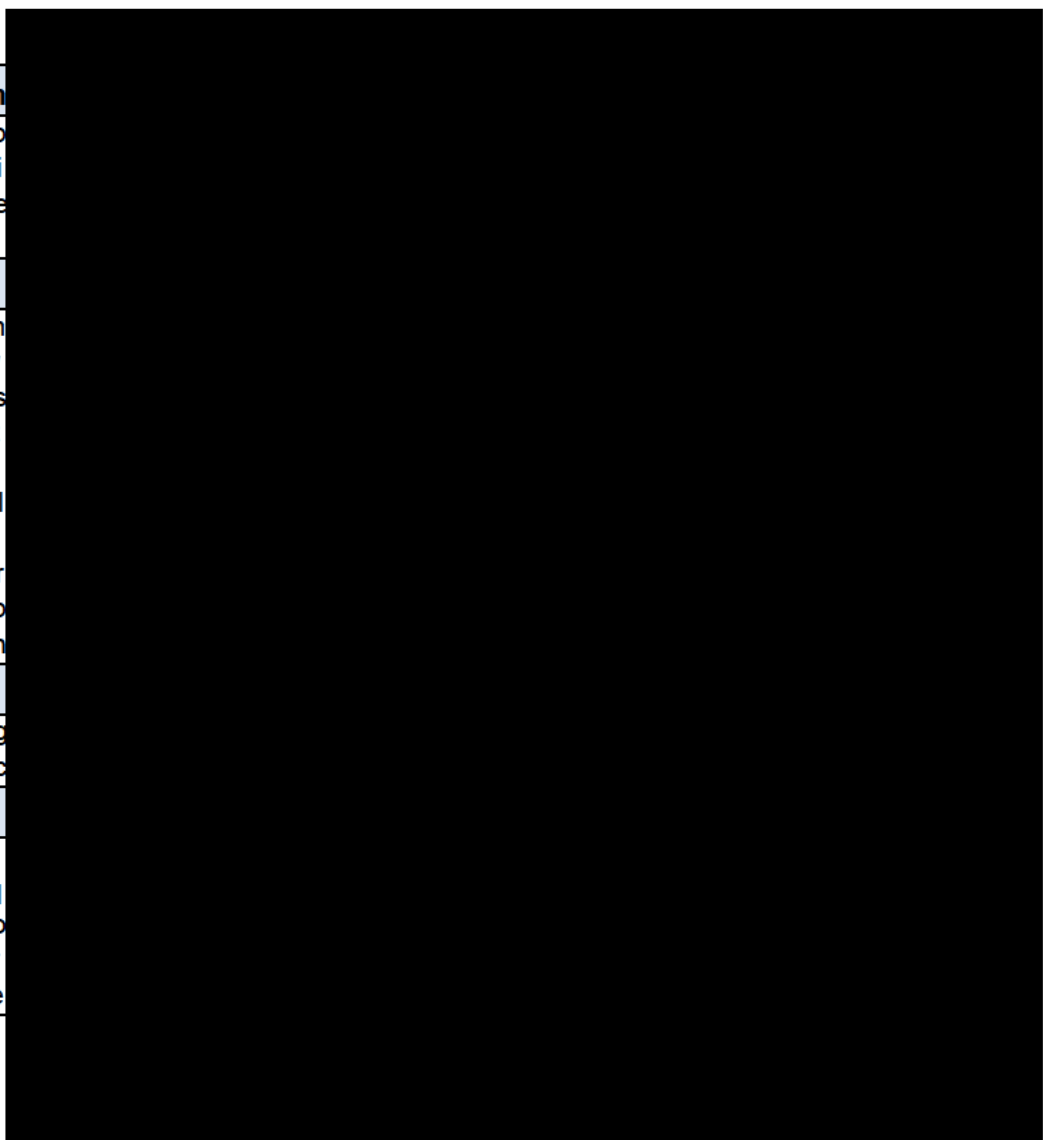
**KEY DUTY 1**  
**Administrative, Operational and Supervisory Performance**

<b>1.1</b>	<b>Practice Policy</b>
1.1.1	Develop and review p
1.1.2	Ensure staff comply
<b>1.2</b>	<b>Marketing and Pro</b>
1.2.1	Implement practice a
<b>1.3</b>	<b>Human Resources</b>
1.3.1	Ensure staff activity, procedures.
1.3.2	Ensure actions are ta
1.3.3	Undertake and assist Manager, in aspects
1.3.4	Ensure all staff are n
<b>1.4</b>	<b>System Complian</b>
1.4.1	Ensures policies and
<b>1.5</b>	<b>Inventory Control</b>
1.5.1	Ensure medicines an
1.5.2	Ensure stocks are pri
1.5.3	Ensure medicines are
<b>1.6</b>	<b>Office Routines</b>
1.6.1	Ensure practice acco
1.6.2	Ensure client files an
1.6.3	Use most aspects of t with the system to the
<b>1.7</b>	<b>Practice Hygiene</b>
1.7.1	Ensures practice hygi
<b>1.8</b>	<b>Practice Security</b>
1.8.1	Comply with practice
1.8.2	Comply with guidelin
1.8.3	Ensures compliance
1.8.4	Handling animals in a
1.8.5	Ensures emergency



**KEY DUTY 2**

<b>2.1</b>	<b>Surgical Equipm</b>
2.1.1	Organise staff supp efficient & in line wi
2.1.2	Organise all require given surgical proc
<b>2.2</b>	<b>Surgical Patient</b>
2.2.1	Ensure animal adm <i>policy and procedu</i>
2.2.2	Ensure (or supervis medication, anaest
2.2.3	Communicate and
2.2.4	Perform all surgical required.
2.2.5	Discuss case referr guidelines deem ap
2.2.6	Assist junior veterin
<b>2.3</b>	<b>Communication</b>
2.3.1	Ensure patient prog
2.3.2	To be available to c
<b>2.4</b>	<b>Pathology</b>
2.4.1	Ensure relevant sa containers – as req
2.4.2	Conduct haematolo are recorded accur
2.4.3	Ensure all equipme



<b>2.5 Veterinary Care</b>	
2.5.1	Undertake daily rounds with the case veterinarian. Discuss options.
2.5.2	Perform all procedures where required. Always
2.5.3	Discuss case referral guidelines deemed appropriate
2.5.4	Document patient vital signs
2.5.5	Ensure that a high level of care is provided
2.5.6	To perform some limited procedures as required (especially with the consent process).
2.5.7	Demonstrates competence in all procedures
2.5.8	Ensure safe handling of animals and staff <i>procedures</i> .
2.5.9	Ensure pain management is provided
2.5.10	Ensure clients are clearly advised of the care <i>directed by the case</i>
2.5.11	Undertake admission and discharge procedures
2.5.12	Ensure all administrative tasks are performed – such as record keeping – and correct.
2.5.13	Undertake house calls
<b>2.6 Radiographic Procedures</b>	
2.6.1	Ensure radiographic procedures are performed in accordance with <i>practice policy and procedure</i>
2.6.2	Ensure safety procedures are followed utilising the provided equipment
2.6.3	Ensure radiographic procedures are performed in accordance with the provided guidelines
2.6.4	Ensure appropriate/adequate exposure is achieved
2.6.5	Undertake radiographic procedures as required
2.6.6	Ensure the use of chemicals is in accordance with the provided guidelines
2.6.7	Ensure Veterinarian handling of animals is in accordance with the provided guidelines
<b>2.7 Communication</b>	
2.7.1	Ensure patient progress is monitored and advice progress status is provided
2.7.2	To be available to communicate with the case veterinarian

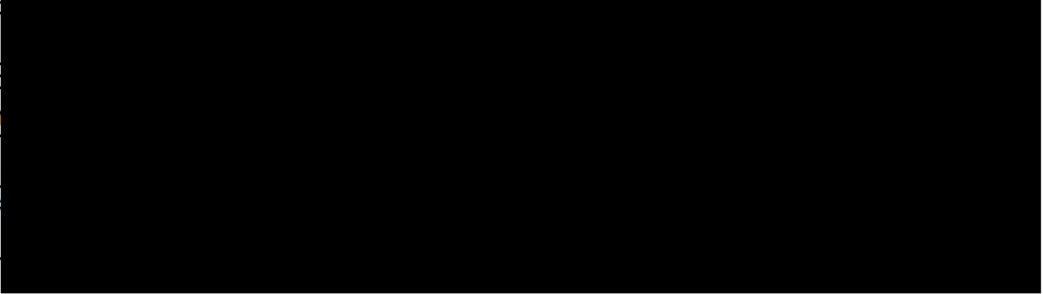
**KEY DUTY 3**  
**Reception and Client Care Performance**

<b>3.1 Animal Care Advice</b>	
3.1.1	Provide routine animal sheets".
3.1.2	Ensure communication <ul style="list-style-type: none"> <li>- Client Compl</li> <li>- Grief Support</li> <li>- Poisons Law</li> <li>- After Care of</li> <li>- Local Law</li> </ul>
3.1.3	Provide pre-operative (needed).
3.1.4	Support the process of
<b>3.2 Patient and Client</b>	
3.2.1	Ensure all patient and by Veterinary Surgeon
<b>3.3 Scheduling</b>	
3.3.1	Ensure work schedule bookings and home vis manner with a keen re detail surgical case all
3.3.2	Act at the university st
<b>3.4 Communication</b>	
3.4.1	Support the other vete necessary and recordi
3.4.2	Answer the phone pro
3.4.3	Support reception and
<b>3.5 Customer Service</b>	
3.5.1	Ensure that practice st are adhered to.
3.5.2	To be polite, courteous services which could b professional informatio
3.5.3	Greet and acknowledg
3.5.4	Perform all duties requ
3.5.5	Present and develop p discuss alternative opti
3.5.6	Provide referral to spe
3.5.7	Discuss all fees with th
3.5.8	Maintain a professiona
3.5.9	Ensure all client compl
3.5.10	Understand the basics
3.5.11	Undertake such other
3.5.12	Write up clinic policies/
<b>3.6 Product and Medici</b>	
3.6.1	Ensure that all veterina <i>policy and procedures</i>

<b>3.7 Merchandising</b>	
3.7.1	Communicate with <i>pra</i> can best service its cli
3.7.2	Ensure that visual pres

**KEY DUTY 4**  
**Personal Conduct Performance**

<b>4.1 Communication</b>	
4.1.1	Demonstrate a high d
4.1.2	Demonstrate effective
4.1.3	Maintain an exemplary actively undertaking p
4.1.4	Comply with legislatio practice relevant.
4.1.5	Accept the employer's
4.1.6	Demonstrate ability to appropriately and succ
4.1.7	Undertake extra tasks maintained.
4.1.8	Show support and loy collaborative relations
4.1.9	Participate in staff me
4.1.10	Demonstrate the abilit philosophy.
4.1.11	Be available as requir
4.1.12	Prepare veterinary ros
<b>4.2 Problem Solving</b>	
4.2.1	Support training in pro
4.2.2	Ability to respond to pr solutions, discuss thes
4.2.3	Demonstrate ability to
4.2.4	You are currently the " associates and manag
4.2.5	Maintain a positive ap the smooth running of
<b>4.3 Job Fit</b>	
4.3.1	Demonstrate punctual
4.3.2	Stay busy without dire
4.3.3	Ensure that personal p
4.3.4	Perform all assigned t preparedness to put in
4.3.5	Capacity to interact m of the practice.
4.3.6	To be professionally s needed.
4.3.7	Awareness of the fina keep the client informe for the practice.
<b>4.4 Personal Presentat</b>	
4.4.1	Ensure that personal p
4.4.2	Demonstrates pride in

<b>4.5</b>	<b>Confidentiality Pe</b>	
4.5.1	Ensure that confident clients, colleagues an	
<b>4.6</b>	<b>Continuing Educa</b>	
4.6.1	Maintains competenc directed by the Princi	

**Veterinary Associate**

**NAME**

**START DATE**

**EVALUATION DATE**

**EVALUATOR**

**POSITION**

**RATING DEFINITIONS**

4	Above Standard	Performance <b>sometimes exceeds</b> the set standards. This is a very high score and if recorded as an overall score might indicate that the employee is ready for new or expanded responsibilities.
3	Competent	Performance <b>meets</b> the set standards. This rating is the most common and reflects a competent level but allows some room for improvement and more consistent.
2	Needs Further Development	Performance <b>needs more experience / development</b> to meet the set standards. This rating often reflects a development need. It is still a positive score and a lot of people will be rated here.
1	Below Standard	Performance <b>does not meet</b> the set standard. A few people will rate a '1' in some criteria.
N/A	Not Applicable	This area is <b>not applicable</b> to the person under review

**KEY PERFORMANCE OBJECTIVES**

**Record** the Performance Objectives you agreed to last year **OR** that have formed the basis of your plans for this year.

NO.	KEY PERFORMANCE OBJECTIVES	RATING	ASSESSMENT COMMENTS
1		1 2 3 4	
2		1 2 3 4	
3		1 2 3 4	
4		1 2 3 4	

**KEY DUTY 1**  
**Administrative, Operational and Supervisory Performance**

	STANDARD	RATING	ASSESSMENT COMMENTS
<b>1.1</b>	<b>Practice Policy</b>		
1.1.1	Rate the a practice p practice P the Practi	1 2 3 4	
1.1.2	Rate the a and Nursi practice p the use of	1 2 3 4	
<b>1.2</b>	<b>Marketin</b>		
1.2.1	Rate the a promotion	1 2 3 4	
<b>1.3</b>	<b>Human R</b>		
1.3.1	Rate the a veterinary Policies &	1 2 3 4	
1.3.2	Rate the a to develop	1 2 3 4	
1.3.3	Rate the a training of Manager, practice p etc).	1 2 3 4	
1.8	Rate the a placed in patients.	1 2 3 4	
<b>1.4</b>	<b>System C</b>		
1.4.1	Rate the a procedure throughou	1 2 3 4	
<b>1.5</b>	<b>Inventory</b>		
1.5.1	Rate the a supplies a Principal/	1 2 3 4	
1.5.2	Rate the a as directe	1 2 3 4	
1.5.3	Rate the a stored as directed.	1 2 3 4	

<b>1.6</b>	<b>Office Routines</b>		
1.6.1	Rate the ability to prepare and direct.	1 2 3 4	
1.6.2	Rate the ability to record as	1 2 3 4	
1.6.3	Rate the ability to handle and details ente	1 2 3 4	
1.6.4	Rate the ability to use computer software and to direct to the practice	1 2 3 4	
<b>1.7</b>	<b>Practice H</b>		
1.7.1	Rate the ability to undertake <i>Procedures</i>	1 2 3 4	
<b>1.8</b>	<b>Practice S</b>		
1.8.1	Rate the ability to meet requirements on premises.	1 2 3 4	
1.8.2	Rate the ability to handle concerns of hazardous	1 2 3 4	
1.8.3	Rate the ability to manage staff of occupational legislation &	1 2 3 4	
1.8.4	Rate the ability to care for but s	1 2 3 4	
1.8.5	Rate the ability to adhere to emergency.	1 2 3 4	
<b>AVERAGE RATING</b>			

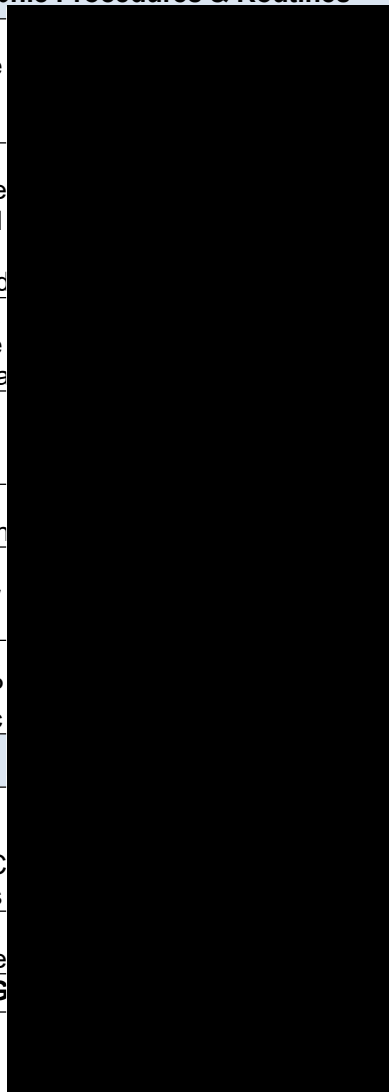


**KEY DUTY 2  
Technical Performance (Medical & Surgical)**

	STANDARD	RATING	ASSESSMENT COMMENTS
<b>2.1</b>	<b>Surgical Equipment</b>		
2.1.1	Rate the a are organi surgery so performan clinic <i>poli</i>	1 2 3 4	
2.1.2	Rate the a equipmen appropriat given surg	1 2 3 4	
<b>2.2</b>	<b>Surgical</b>		
2.2.1	Rate the a admission are carri <i>policy and</i>	1 2 3 4	
2.2.2	Rate the a supervise monitored undergoin surgery a	1 2 3 4	
2.2.3	Rate the a record po with clinic	1 2 3 4	
2.2.4	Rate the a procedure diligence.	1 2 3 4	
2.2.5	Rate the a treatment offering cli	1 2 3 4	
2.2.6	Rate the a veterinaria procedure	1 2 3 4	
<b>2.3</b>	<b>Commun</b>		
2.3.1	Rate the a progress t	1 2 3 4	
2.3.2	Rate the a with client	1 2 3 4	
<b>2.4</b>	<b>Patholog</b>		
2.4.1	Rate the a pathology placed in t labelled c	1 2 3 4	

2.4.2	Rate the ab blood and o as required accurately.		1 2 3 4	
2.4.3	Rate the ab equipments nursing staf		1 2 3 4	
<b>2.5</b>	<b>Veterinary</b>			
2.5.1	Rate the ab treatments, as directed veterinarian		1 2 3 4	
2.5.2	Rate the ab and investig diligence.		1 2 3 4	
2.5.3	Rate the ab treatment w		1 2 3 4	
2.5.4	Rate the ab condition a		1 2 3 4	
2.5.5	Rate the ab hygiene in k considerati		1 2 3 4	
2.5.6	Rate the ab cleaning du often and a (especially consulting r process).		1 2 3 4	
2.5.7	Rate the ab compassion patients an		1 2 3 4	
2.5.8	Rate the ab techniques staff in line <i>procedures.</i>		1 2 3 4	
2.5.9	Rate the ab manageme		1 2 3 4	
2.5.10	Rate the ab costs, patie medical con in line with		1 2 3 4	
2.5.11	Rate the ab and dischar <i>and proced</i>		1 2 3 4	
2.5.12	Rate the ab administrati histories etc <i>procedures.</i>		1 2 3 4	
2.5.13	Rate the ab and 'out of		1 2 3 4	

<b>2.6</b>	<b>Radiographic Procedures &amp; Routines</b>		
2.6.1	Rate the a environme prepared i Practice p	1 2 3 4	
2.6.2	Rate the a are followe health and provided r and thyroid	1 2 3 4	
2.6.3	Rate the a environme and mainte	1 2 3 4	
2.6.4	Rate the a appropriat as require	1 2 3 4	
2.6.5	Rate the a routines an	1 2 3 4	
2.6.6	Rate the a restraint w routines.	1 2 3 4	
2.6.7	Rate the a current EP Control Ac	1 2 3 4	
<b>2.7</b>	<b>Communi</b>		
2.7.1	Rate the a communic directed. C progress s	1 2 3 4	
2.7.2	Rate the a client as re	1 2 3 4	
<b>AVERAGE RATING</b>			



**KEY DUTY 3  
Reception and Client Care Performance**

	STANDARD	RATING	ASSESSMENT COMMENTS
<b>3.1</b>	<b>Animal Care Advice</b>		
3.1.1	Rate the health advice given to clients on the product of the service	1 2 3 4	
3.1.2	Rate the clients is not limited by the service - - - - - - - - -	1 2 3 4	
3.1.3	Rate the post-operative care given to clients with cases	1 2 3 4	
3.1.4	Rate the admission of clients with <i>police</i>	1 2 3 4	
<b>3.2</b>	<b>Patient Administration</b>		
3.2.1	Rate the records maintained by the Veterinary Associate	1 2 3 4	
<b>3.3</b>	<b>Scheduling</b>		
3.3.1	Rate the prioritisation of routine and home visits to be performed in a manner which allows for a smooth workflow with nursing staff between the	1 2 3 4	
<b>3.4</b>	<b>Communication</b>		
3.4.1	Rate the veterinary communication necessary for the administration of the service	1 2 3 4	
3.4.2	Rate the and professional <i>and procedure</i>	1 2 3 4	
3.4.3	Rate the nursing staff	1 2 3 4	

<b>3.5</b>	<b>Customer Service</b>		
3.5.1	Rate the standards detailed in adhered to	1 2 3 4	
3.5.2	Rate the and helpfu the clients which coul nursing an required w	1 2 3 4	
3.5.3	Rate the a clients pro manner.	1 2 3 4	
3.5.4	Rate the a required to possible.	1 2 3 4	
3.5.5	Rate the a plans with presentatio discuss alt where app	1 2 3 4	
3.5.6	Rate the a specialists to ensure t	1 2 3 4	
3.5.7	Rate the a client – an	1 2 3 4	
3.5.8	Rate the a and caring all times.	1 2 3 4	
3.5.9	Rate the a are handle	1 2 3 4	
3.5.10	Rate the a supportive	1 2 3 4	
3.5.11	Rate the a duties as r from time t	1 2 3 4	
<b>3.6</b>	<b>Product a</b>		
3.6.1	Rate the a chemicals veterinaria and proce requireme	1 2 3 4	
<b>3.7</b>	<b>Merchand</b>		
3.7.1	Rate the a practice Pr respect to practice ca	1 2 3 4	
3.7.2	Rate the a presentatio with the wi	1 2 3 4	
<b>AVERAGE RATING</b>			

**KEY DUTY 4  
Personal Conduct Performance**

	STANDARD	RATING	ASSESSMENT COMMENTS
<b>4.1</b>	<b>Communication</b>		
4.1.1	Rate the degree of communication and professional conduct	1 2 3 4	
4.1.2	Rate the quality of written communication	1 2 3 4	
4.1.3	Rate the degree to which the employee supplies information and undertakes all interactions	1 2 3 4	
4.1.4	Rate the employee's legislative and regulatory knowledge	1 2 3 4	
4.1.5	Rate the employee's direction and supervision of professional staff	1 2 3 4	
4.1.6	Rate the employee's ability to vary communication style	1 2 3 4	
4.1.7	Rate the employee's adherence to requirements	1 2 3 4	
4.1.8	Rate the employee's ability to establish and maintain professional relationships and to achieve practical goals.	1 2 3 4	
4.1.9	Rate the employee's ability to meet deadlines	1 2 3 4	
4.1.10	Rate the employee's ability to foster teamwork in line with organizational objectives	1 2 3 4	
<b>4.2</b>	<b>Problem Solving</b>		
4.2.1	Rate the employee's ability to solve problems	1 2 3 4	
4.2.2	Rate the employee's ability to identify situations and to develop solutions to these	1 2 3 4	
4.2.3	Rate the employee's ability to implement solutions	1 2 3 4	

<b>4.3</b>	<b>Job Fit</b>		
4.3.1	Rate the reliability	1 2 3 4	
4.3.2	Rate the supervisi reliability	1 2 3 4	
4.3.3	Rate the presenta directed.	1 2 3 4	
4.3.4	Rate the and proc in a timel put in ext	1 2 3 4	
4.3.5	Rate the positively for the be	1 2 3 4	
4.3.6	Rate the supportiv available needed.	1 2 3 4	
4.3.7	Rate the financial to the pra client info maintaini flow for t	1 2 3 4	
<b>4.4</b>	<b>Persona Criteria</b>		
4.4.1	Rate the presenta <i>procedur</i>	1 2 3 4	
4.4.2	Rate the accuracy	1 2 3 4	
<b>4.5</b>	<b>Confide</b>		
4.5.1	Rate the as per "E <i>Agreeme</i> colleagu employm	1 2 3 4	
<b>4.6</b>	<b>Continui</b>		
4.6.1	Rate the key area tasks un Principal	1 2 3 4	
<b>AVERAGE RATIN</b>			

<b>OVERALL RATINGS</b>	
Calculate an average rating for <u>each category</u> by adding the ratings in the category and divide by the number of questions.	
<b>CATEGORY</b>	<b>CATEGORY AVERAGE</b>
1 Administration, Operational and Supervisory Performance	
2 Technical Performance – Medical & Surgical	
3 Receptions and Client Care Performance	
4 Personal Conduct Performance	
<b>OVERALL PERFORMANCE EVALUATION SCORE</b>	
Calculate an overall score by adding the category averages and divide by 4.	

<b>CAREER GOALS</b>
This section is used to evaluate an employee's readiness to take on new responsibilities to further develop their career. If you are not requiring career development and will continue to specialise in a specific job or at a certain level, do not complete this section.
<b>WORK PREFERENCES:</b> Outline other job roles, which are of interest to the individual.

<b>ACHIEVEMENTS</b>
What have you achieved in your professional life since your last review?
What would you like to achieve in your next period of assessment/did not achieve during the last period of assessment?

<b>CAREER/ROLE DEVELOPMENT</b>
What do you see as the most important tasks and duties in your job? Please list in order of importance
As an employee, what do you want from the practice in the long term?
Are there any areas of dissatisfaction in your role that you wish to discuss?
Do you need more knowledge/skills in a particular area to assist you to confidently and confidently undertake your role?

What skills/knowledge do you possess that are not being used in your present role but which could be of value to the practice?

--

Do you have any suggestions on ways in which your role could be made easier/more efficient/more interesting and/or the functions of your area improved?

--

**GENERAL COMMENTS**

Are you happy with the current roster system/can you suggest improvements?

--

Do you have any comments relating to your employment conditions?

--

Please list three areas the practice could enhance service, systems or staff relations in the next period and explain why.

--

**LIST TRAINING REQUIRED: (Internal and external based on comments above)**

Identify and agree on key strategies / performance criteria that if achieved over the year will impact on the success of the company. Limit the number of goals identified (2 - 3 is often considered realistic and achievable).

<b>KEY PERFORMANCE OBJECTIVE 1</b>	<b>KEY PERFORMANCE OBJECTIVE 2</b>
<b>KEY PERFORMANCE OBJECTIVE 3</b>	<b>KEY PERFORMANCE OBJECTIVE 4</b>

**GENERAL SUMMARY COMMENTS**

**EVALUATING MANAGER**

**EMPLOYEE**

I have reviewed and discussed this Performance Review with Management. I understand that I may offer any related comments in writing at any time and have them placed in my personnel file.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Manager Signature*

\_\_\_\_\_  
*Date*