



## Q3 Holiday Club

The Q3 Holiday Club has proven to be very popular with the employees since implementation in 2005. It really does help ease the cash crunch at holiday time. We want to offer it again for 2010. The Q3 Holiday Club is offered through payroll deduction. The rules are simple:

You decide on the amount to be deducted from your check each pay period and specify that amount on the authorization form below. The money will go into a non-interest bearing company sponsored checking account. You will see the deduction on your check stub per pay period with a year-to-date amount as well.

A check will be issued to you based upon the amount you have accumulated from whenever you enroll this year until the pay period ending November 13, 2010, to be paid out on November 19, 2010. The pay period November 13, 2010, will be the last deduction for the year.

Absolutely no withdrawals will be allowed from this account prior to 11/13/10 unless you are no longer with the company. The purpose of the account is for you to save for holiday expenses. We can offer this program to you because we believe it will be easy to administer by only sending out one check each year in November.

This is a voluntary program. Please complete the form below and return to Human Resources as soon as possible. The sooner you start, the more you will accumulate.

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### AUTHORIZATION

I wish to participate in the Q3 Holiday Club. I hereby authorize the Payroll Department to deduct the amount of \$ \_\_\_\_\_ PER PAY PERIOD and set aside for distribution after pay period ending 11/13/10. I understand that no early withdrawals are allowed and I do not have access to these funds prior to the 11/13/10, unless my employment with the company ceases.

Finally, this authorization will remain in effect continuously into future periods unless I cancel the deduction in writing.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_,  
20\_\_\_\_

X \_\_\_\_\_  
(signature)

(If you are currently on layoff status and would like for this to be in place upon return and commencing with your first return to work check, please complete and mail in to H/R.)

Return to:  
H/R Department  
Q3 Contracting  
3066 Spruce Street  
Little Canada, MN 55117  
Questions: Michel Moinichen (651) 365-7346 michel.moinichen@Q3Contracting.com