



STAFF TAKE HOME LAY-BY SERVICE

Terms & Conditions

New Generation Clothing will provide the service of Take Home Lay-by on the following conditions...

1. Staff are to be employed by New Generation Clothing on a continuous permanent Part-Time basis for a minimum of 3 months
2. Usual staff discount rates apply (as long as the net amount is at or above cost price, if not no discount applies)
3. Lay-by term is and will not exceed 4 weeks
4. Amount is not to exceed \$100 for Part-Time staff and \$200 for Management
5. Initial deposit must be a minimum 10% of the total purchase
6. Regular payments are highly recommended, as if the Lay-by term exceeds 4 weeks, future use of the service will be terminated and you are liable to have the amount deducted from your wage
7. Limit of one Take Home Lay-by per staff member at any one time
8. Staff must sign the below "Take Home Lay-by – Failure to Pay" declaration prior using the service.

TAKE HOME LAY-BY FAILURE TO PAY

I have read and fully understand all the terms and conditions of the Take Home Lay-by service. I give New Generation Clothing the authority to deduct out of my wage any monies owing on a Take Home Lay-by if I fail to abide by these terms and conditions. If my employment with New Generation Clothing ceases, I understand that any money owing will instantly become due and failure to pay will result in the amount being deducted from my final pay.

Staff Member Signature

Store Manager Signature

Print Name

Print Name

Date

Date