



Memorandum

To: Landmen, Geologist
Geophysicists, Engineers,
or To Whom It May Concern

From: Edward Mike Davis

Date: January 13, 1978

This memorandum is an addendum and in addition to the "Memorandum to All Salaried Personnel" Dated January 12, 1978.

This is for Steve Chamberlain, Bill Durr, Wayne Rogers, on down.

It has come to my attention that there seems to be discrepancy within the expense accounts, also rules and regulations are not being followed by company standards. Just a reminder of rules and regulations that seem to be ignored:

- No drinking on the job
- No driving for personal errands
- Phone calls are to be strictly business

The company believes in employee improvement. As you are reading this memo, understand and implement rules and regulations that may have slipped in the past.

Here at Tiger Oil Company we value our customer service as well as our employees. We take pride in our employees and we consider our employees to be top, we are always looking to promote.

Any questions or concerns please speak to your managers and they will get back you shortly.

Sincerely,

Edward Mike Davis