

Client/Teller Procedures

Client will report to Financial Professionals (hereafter referred to as FP) any loss involving an item processed by a FP Associate within three (3) days of the date of said item's return to Client.

Client will hold FP harmless for the sums of money in any temporary teller cash box in excess of the \$10,000 operating limit.

Client understands that no employee or officer of the client is authorized or allowed to operate or utilize a cash box operated in whole or in part by an FP Associate.

Client understands that no employee or officer of the client will have access to a cash box assigned to an FP Associate, unless such access is available only in the presence of an FP Associate at all times.

Client will review and approve FP Associate's transactions over \$1000.00 throughout the day.

Client will audit FP Associate at the end of each assignment. Client will use dual control when dealing with FP Associate's teller box.

Client acknowledges that FP has warranted that on the condition that the above-stated "notification of loss" requirements are met, FP shall be responsible for any shortage in excess of twenty-five (\$25.00) dollars that an FP Associate incurs with the exception of loss due to circumstances beyond our control, such as robbery, forgery, counterfeit and stop payment.

All shortages will be offset by all reported overages.

Employee Signature

Date