

**QUESTIONNAIRE FOR CURRENT AND FORMER CALIFORNIA
SALES ASSOCIATES OF U.S. REMODELERS**

Name: _____

Address: _____

Phones: _____
(home) (work) (cell)

E-Mail: _____

EMPLOYMENT HISTORY AT U.S. REMODELERS:

Job Positions:	Dates Held:	Branch Name/Branch #:
_____	_____	_____
_____	_____	_____
_____	_____	_____

"ADMINISTRATION FEE" OR "PERMIT FEE" DEDUCTIONS:

Did U.S. Remodelers ever deduct an "administration fee" (typically \$250.00 but sometimes other amounts) from any of your commissions? Yes _____ No _____

On approximately how many occasions did U.S. Remodelers deduct an "Administration Fee" from your commissions? _____

How much was the "Administration Fee"? \$_____

Did U.S. Remodelers ever deduct a "permit fee" (typically \$250.00 but sometimes other amounts) from any of your commissions? Yes _____ No _____

On approximately how many occasions did U.S. Remodelers deduct a "Permit Fee" from your commissions? _____

How much was the "Permit Fee"? \$_____

Did anyone from U.S. Remodelers ever explain to you the purpose for the Administration Fee" or "Permit Fee"? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

DEDUCTIONS DUE TO UNDER-MEASUREMENTS OR OTHER MISTAKES

Did U.S. Remodelers ever take a deduction from your commission because you under-measured a customer's home or otherwise made a mistake while doing your job (*i.e.*, was a deduction ever made because the Contract Price was less than the Target Selling Price due to your under-measurement or other mistake)? Yes _____ No _____

On approximately how many occasions did U.S. Remodelers take a deduction from your commission because you under-measured a customer's home or otherwise made a mistake? _____

Please provide an estimate of how much money was deducted from your commissions by U.S. Remodelers because you under-measured a customer's home or otherwise made a mistake? \$ _____

Did anyone from U.S. Remodelers ever explain to you why a deduction was taken when you under-measured a customer's home or otherwise made a mistake?

Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

Did you ever purchase a copy machine/ink cartridges and/or incur any copying costs because of your job? Yes _____ No _____

Please provide an estimate of how much money you spent on a copy machine/ink cartridges and/or the copying costs you incurred because of your job? \$ _____

Were you reimbursed by U.S. Remodelers for this expense? Yes _____ No _____

Did anyone from U.S. Remodelers ever suggest, recommend, encourage, or instruct you to purchase a copy machine/ink cartridges and/or incur copying costs because of your job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

Did you ever purchase a computer and/or obtain an internet connection in order to perform your job? Yes _____ No _____

Please provide an estimate of how much money you spent purchasing a computer and/or obtaining an internet connection in order to perform your job? _____

Were you reimbursed by U.S. Remodelers for this expense? Yes _____ No _____

Did anyone from U.S. Remodelers ever suggest, recommend, encourage, or instruct you to purchase a computer and/or obtain an internet connection in order to perform your job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

Did you ever purchase a cell phone and/or pay for cellular service in order to perform your? Yes _____ No _____

Please provide an estimate of how much money you spent purchasing a cell phone and/or obtaining cellular service in order to perform your job? _____

Were you reimbursed by U.S. Remodelers for this expense? Yes _____ No _____

Did anyone from U.S. Remodelers ever suggest, recommend, encourage, or instruct you to purchase a cell phone and/or obtain cellular service in order to perform your job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

Did you ever incur overnight delivery service and/or messenger service expenses to perform your job? Yes _____ No _____

Please provide an estimate of how much money you spent on overnight delivery services and/or messenger service expenses in order to perform your job? _____

Were you reimbursed by U.S. Remodelers for this expense? Yes _____ No _____

Did anyone from U.S. Remodelers ever suggest, recommend, encourage, or instruct you to incur overnight delivery service and/or messenger service expenses in order to perform your job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

(add additional sheets of paper if necessary)

Did you ever purchase pens, paper, envelopes, and other office supplies to perform your job? Yes _____ No _____

Please provide an estimate of how much money you spent on pens, paper, envelopes, and other office supplies in order to perform your job? _____

Were you reimbursed by U.S. Remodelers for this expense? Yes _____ No _____

Did anyone from U.S. Remodelers ever suggest, recommend, encourage, or instruct you to purchase pens, paper, envelopes, and other office supplies in order to perform your job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

Did anyone from U.S. Remodelers ever inform you that you could or that you could not take pens, paper, envelopes, and other office supplies from the company in order to perform your job? Yes _____ No _____ If yes, what were you told and by whom (please provide their name and position):

_____ (add additional sheets of paper if necessary)

ADDITIONAL INVESTIGATION:

Do you have any records or documents regarding your commissions, deductions taken from your commissions, and/or expenses incurred in connection with your job? If yes, please describe:

Additional Comments/Questions you may have:

For additional information or clarification, please call attorney Ken Helmer at 310-396-7714.

PLEASE RETURN THIS QUESTIONNAIRE TO US BY MAIL:

HELMER FRIEDMAN LLP
723 OCEAN FRONT WALK
VENICE, CALIFORNIA 90291

OR, FAX IT TO US AT:

310-396-9215

OR, E-MAIL IT TO US AT:

info@helmerfriedman.com

**THANK YOU FOR TAKING YOUR VALUABLE TIME TO PROVIDE US
WITH THIS INFORMATION**