



the art of engineering

Pickering Associates Inc. 7845 Emerson Ave. Parkersburg, WV 26104
Phone 304.464.5305 • 800.954.5305 • Fax 304.464.4428

Cellular Phone for Personal Use Agreement

Employee Requesting Phone: _____.

Phone Number Received: (____) _____ - _____.

Monthly Charge: \$_____.

By signing this agreement, I _____ do agree to pay the monthly fee stated
Employee Name
above. I also agree to pay: Local charges if I use more than the allotted minutes per month; Roaming;
and Long Distance charges incurred. These fees will be based upon the cost to the Company, and will
be disclosed to the employee listed above at any time deemed necessary.

If you agree to the terms and conditions of this agreement and have read and understood the policy as
stated in the employee handbook, sign and date the bottom of this form as indicated.

Employee Signature: _____ Date: _____.

Management Signature: _____ Date: _____.

