



Corporate Headquarters 3977 Leary Way NW Seattle, WA 98107

1-888-700-8077 local: 206-274-2600 fax: 206-783-1331

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March 20, 2013

To: All Convenience Store Employees

From: Management

Subject: Purchase and Consumption of Store Merchandise

Employees must keep a paid receipt on themselves for all merchandise purchased/consumed during their shift. The item must be purchased BEFORE it is consumed.

Employees do NOT have to pay for drip coffee and fountain drinks consumed while on break. (Powdered cappuccino machine drinks are not considered coffee and are not free to employees.) They must use a courtesy cup or a personal cup/mug, not customer cups. If an employee is found consuming or possessing an un-purchased item, other than coffee or fountain drinks, it will be considered theft and dealt with accordingly.