

Electronic Delivery Consent Agreement

Introduction

This E-SIGN Consent Agreement (“**Agreement**”) allows us to provide you with electronic versions of important notices and documents associated with Metrolube Enterprises, Inc., Surfside Lubes, LLC, Florida Fast Lubes, Inc., Ozark Lubes LLC, Broken Arrow Lubes, LLC, Gulf Shore Lube, LLC (“**The Metrolube Companies**”). Certain laws and regulations require us to provide notices and disclosures to you in “writing” (traditionally this is defined as a paper notice); with your consent, the E-SIGN Act allows us to provide these document to you electronically.

Definitions

The words “**we,**” “**our,**” and “**us**” mean The Metrolube Companies.

The words “**you**” and “**your**” mean each employee

“**Access Device**” means any electronic device you use to access your account and view electronic documents. This includes, but is not limited to: a traditional computer such as a desktop or laptop computer; or a mobile device such as a tablet computer or a smartphone.

Scope of this Agreement

This Agreement applies to all disclosures, and notices related to your employment. This consent will remain effective through the term of your employment. Your consent does not mean that we must provide documents electronically but instead that we may deliver some or all of those documents electronically.

Electronic Delivery of Documents

Electronic documents will be delivered to you when available and can also be obtained on our company website.

Requesting Paper Copies of Documents Presented Electronically

You agree and understand that paper versions of electronically presented documents may not be mailed unless you specifically request it. To request a paper copy of any disclosure, notice, or other document, contact Human Resources at 407-306-0224

System Requirements

By consenting to this agreement, you confirm that your Access Device meets the minimum specifications and requirements necessary to view and retain your electronic documents.

To access your electronic documents on a mobile device, you will need:

- A mobile device with any of the following operating systems: Android or iOS (iPhone).
- A data plan provided by your wireless carrier and an up-to-date mobile internet browser that is compatible with, and supported by, your operating system (e.g., Chrome or Safari).
- If you wish to view .pdf files on your mobile device, you will need software that accurately reads and displays .pdf files (such as the mobile version of Adobe Reader).
- A printer and/or storage device if you wish to print or retain any electronic documents.

To access your electronic documents on a traditional computer, you will need:

- A computer with any of the following operating systems: Windows XP or higher, OS X (Apple Macintosh) or higher.
- An internet connection and an up-to-date internet browser that is compatible with, and supported by, your operating system (e.g., Internet Explorer, Firefox, Google Chrome, or Safari).
- Software that accurately reads and displays .pdf files (such as Adobe Reader).
- A printer and/or storage device if you wish to print or retain any electronic documents.

Maintaining a Valid Email Address

It is important that you maintain a valid email address and notify the Human Resource department so that we may contact you regarding your account. You agree to maintain a valid email address and promptly notify us of any changes to your email address. You may update your email address contacting us at 407-306-0224.

Acceptance

Employee Signature

Date

Employee Name

email address