REDACTED

EVERSOURCE ENERGY

Division Administration
63R Myrock Avenue
Waterford, CT 06385

Eversource Restaurant Meal Policy

Dear Restaurant Manager,

If you would like to be added or remain on the approved restaurant provider list, please review, sign and return the acknowledgement letter below within thirty (30) days.

Eversource Electric would like to thank you for your interest in participating in storm/emergent restoration services to our employees and vendors by providing restaurant services.

As you may well imagine, keeping track of costs during a storm is a difficult task. We are asking business partners to assist by observing the established Eversource policies and procedures for providing meals at restaurants during storms and emergency work. If for any reason, you find the conditions for complying too burdensome for your establishment, please contact [redacted] to have your name removed from the approved restaurant list.

The Eversource meal policy, as it relates to your business, is as follows:

1. Our employees and vendors supporting Eversource have company identification or a contact person for verification. I would ask that this be presented to you prior to seating an Eversource group.
2. Our customers demand prompt responses to their electrical emergencies, therefore, we request a quick turn-around time in the restaurant. Normally, this would be approximately 45 minutes, understanding the peak periods, this could be longer.

**Please Note: Employees/Vendors are instructed to follow this format for meal purchase: **

Breakfast: $15.00 plus tax and tip. (Not to exceed $18.20 per person)
Lunch & Dinner: $30.00 plus tax and tip (Not to exceed $36.41 per person)

Tallying Meal Slips:

- (A) subtotal x 6.35% tax = $ amount
- (B) subtotal x 15% gratuity = $ amount
- Total bill is the total of A&B together.

3. Employees are responsible to pay you for the difference if they exceed the established amounts. Please ensure the employees pay you prior to them leaving the restaurant as the company is only responsible for the established dollar amounts stated above.
4. The restaurant can include up to a 15% gratuity on the subtotal of the food and drink portion of the bill.
5. Meals may include soup or salad, choice of entrée, dessert and non-alcoholic beverages.
6. Absolutely NO alcoholic beverages or beverages such as O'Doul's are permitted.
7. Eversource will provide you with meal slips (enclosed) which will allow our crews to sign their names and provide proper accounting. Our crew leader should retain the pink copy of the three-part meal ticket, with proper breakdown which should be filled out by the restaurant. The yellow copy should be kept for your records. Employees should write the number of people, names & company on to the meal slip.

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For payment, the original white copy, along with the original receipt with a breakdown of the meals ordered, should be forwarded to:

Eversource
Attn: [redacted]
PO Box 270
Hartford, CT 06141

You may opt to forward such meal slips upon receipt or at month's end. Bills need to be submitted within 30 days.

Once Eversource receives the original meal tickets, along with the register receipts, we will review the final bill and will telephone you and provide you with a credit card number to pay for receipted meals. By any means, this credit card number is not to be kept on file for security reasons.

Please ensure that your employees, especially those responsible for reconciling the bills are aware of our policies to avoid confusion and conflict. While we do appreciate your support, if we encounter situations that are not consistent with our guidelines, it may result in removal of your restaurant from our provider list.

If you have any issues that you would like to discuss or if you feel your restaurant can not comply with the terms of our policy, contact [redacted].

Unless otherwise expressed by you or your establishment, your signature acknowledging the above information will serve as a documentation of understanding that, as a preferred provider, you agree to the policies of Eversource with regards to meals and will make every effort to comply with the conditions set forth in this agreement.

Please sign that you have read and acknowledged the above policy within thirty (30) days of receiving this letter to prevent removal of your restaurant from the approved provider list.

Again, thank you for your support. We look forward to our partnership and appreciate your cooperation in our efforts to control costs in accordance with this established procedure.

Sincerely,

[redacted]
PO Box 270
Hartford, CT 06141
Work Phone: [redacted]
Email: [redacted]

Enclosure

Division Administration
63R Myrock Avenue
Waterford, CT 06385

EXAMPLE

Meal Bill BREAKFAST

63R Myrock Avenue
Waterford, CT 06385
(860) 447-5748

RESTAURANT: NAME OF PLACE | DATE: 00/00/00 | NO.
STREET:
CITY: TOWN | ST | ZIP CODE

MEALS SERVED	DESCRIPTION	AMOUNT
1	Bacon Omelette & Homey Fries	14.75

EMPLOYEE SERVED: T. Ryan

SUB TOTAL	14.75
TAX	.94
TIPS	2.21
TOTAL	17.90

*BREAKFAST: $15 Plus Tax & TIP
- NOT TO EXCEED $18.20 per person

CODE BLOCK DISTRIBUTION

CCC	FIELD WORK ORDER (FWO)	ACTIVITY (Transmission Only)	TASK	COST ELEMENT	AMOUNT

SIGNED BY: EVERSOURCE EMPLOYEE OR CONTRACTOR | DATE
CCC APPROVAL | DATE

EVERSOURCE: Complete form, listing names of all employees served, and have it signed by the individual in charge of the crew. Return *pink* copy to the Company.

RESTAURANT: Submit your bill with the *white* copy for payment. Retain *yellow* copy for your records.

WHITE AND YELLOW - RESTAURANT | PINK - EVERSOURCE EMPLOYEE

*MAIL THE WHITE SLIPS TO EVERSOURCE FOR PAYMENT
KEEP FOR YOUR RECORDS
EVERSOURCE

ADM830-10 REV. 2-15

EXAMPLE

Meal Bill LUNCH/DINNER

63R Myrock Avenue
Waterford, CT 06385
(860) 447-5748

RESTAURANT: NAME OF PLACE | DATE: 00/00/00 | NO.
STREET:
CITY: TOWN | ST | ZIP CODE

MEALS SERVED	DESCRIPTION	AMOUNT
1	CHICKEN CEASER SALAD, COKE	25.95

EMPLOYEE SERVED: J. Jones Eversource

SUB TOTAL	25.95
TAX	1.65
TIPS	3.89
TOTAL	31.49

*Lunch & Dinner: $30 plus tax & Tip.
NOT to exceed $36.41 per person

CODE BLOCK DISTRIBUTION

CCC	FIELD WORK ORDER (FWO)	ACTIVITY (Transmission Only)	TASK	COST ELEMENT	AMOUNT

EXAMPLE ON HOW TO GET TOTAL:

Subtotal 25.95 × 6.35% = 1.65 TAX

Subtotal 25.95 × 15% = 3.89 TIP

ADD:
Subtotal 25.95
Tax 1.65
Tip 3.89
31.49 TOTAL

EVERSOURCE ENERGY

Division Administration
63R Myrock Avenue
Waterford, CT 06385

Acknowledgement Letter

To whom it may concern;

By signing my name below, I certify that I have read and agree to the above policy and procedures pertaining to purchases of meals during emergent and storm restorations for the Eversource company. Any questions concerning these policies have been discussed.

_____ _____

Restaurant Printed Name & Manager's Signature Date