

GRAHAM AUTO GROUP
EMPLOYEE CHARGE ACCOUNTS POLICY

- You must get with your manager for a Payroll Deduction Authorization Form to be completed and authorized by management **before any repairs are completed or parts are ordered.**
- Once it has been approved, you will be given a copy to take to service or parts. Then, repairs can begin, and parts ordered.
- You must be employed here for at least 90 days before you can charge.
- There will be a maximum of \$250.00 in outstanding charges.
- Payroll deduction will be deducted from your paycheck for up to 6 pay periods, until balance is paid in full.