



Last Updated: 1/29/2009

Customer Privacy/Confidentiality Statement

- ~ I acknowledge the importance of respecting the privacy of all the customers of J. W. Townsend, Inc.
- ~ I appreciate the sensitive nature of all customer information that I “come to know” by being at a customer’s home, farm, or business, or through access to inter-office files or notes.
- ~ I realize that the current and future employment of J. W. Townsend, Inc. is based upon my ability to maintain complete discretion regarding this private information on all jobs.
- ~ I agree not to mention or discuss **any information about our customers** to anyone outside of our company.
- ~ By maintaining this level of discretion, I know that J. W. Townsend, Inc. will have opportunities to participate in work on some unique sites, and that as a company, we will be appreciated not only for our quality of work and service, but also for our ability to be professional and discreet.

Signature: _____ Date: _____

Name Printed: _____