*** IMPORTANT – AFFECTS *YOUR* PAYCHECK!! ***
Please read and return ASAP!!!

MEMORANDUM

DATE: May 12, 2005 (Revision-2)

TO: ALL EMPLOYEES

FROM: HUMAN RESOURCES, C&T Consulting Services, L.L.P. ("C&T")

RE: Late fee for tardy timesheets

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As you know, C&T pays our employees on the 15th and last days of the month, one pay period in arrears. Hours worked during the 1st through the 15th of the month are paid on the last day of the month; hours worked from the 16th through the last day of the month are paid on the 15th of the following month. Consultants are required to submit their client-approved timesheets within two business days of the end of a pay/billing period. EXCEPTION: SABRE-HOLDINGS consultants will submit their timesheets weekly.

Lately, we have been experiencing an excessive number of violations with regard to this requirement. Remember, just as the consultant depends upon the timeliness of his/her paycheck, so our business is impacted by delays in the ability to invoice our clients. In addition to delaying our revenue stream, the late submission of time sheets has caused C&T to incur costs due to missing deadlines with our Payroll Company, fees associated with having to revise tax documents, and the like. We understand the need to provide some leeway, but we need to have all of our consultants meeting the 2 day standard on a regular basis in order to allow us to be flexible when truly exceptional circumstances *do* come up. This is not currently the case.

Therefore, C&T has implemented the following policy beginning with our next pay period. Employees for whom C&T's corporate office does not have a client-approved timesheet (via web based time reporting tool, fax *or* original) on or before the 5th (for time worked from the 16th to the last day of the prior month) or 20th (for work performed from the 1st – 15th day of the month), or weekly for Sabre-Holdings Consultants will be subject to a deduction from the Employee's associated paycheck in the amount of **$35.00**, which represents the late processing fee charged to C&T by our Payroll Processor. Timesheets may be faxed to C&T at 512/231-8044 (Austin). (Please note that this late processing charge is subject to periodic adjustment. Consultants will be advised in advance should it change.)

Your signature below documents the fact that you have read and understand the content, and implications, of this memo. Further, it serves as authorization for C&T to make appropriate adjustments (credits or deductions) via electronic transfer (if you are on automatic deposit). Please contact C&T at 800/449-1467 (Austin) or 800/449-1465 (Dallas) if you have questions.

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Name (Printed)	Signature	Date