

# Table of Contents

<b>Introduction</b>	3
Purpose	3
Scope	3
<b>Scope of Relocation</b>	3
Covered Expenses	4
Limitations	4
<b>Relocation Benefits and Expenses</b>	4
Covered Expenses	4
Reimbursement Limits	4
Expense Submission and Reimbursement Process	5
Relocation Expense Categories	5
<b>Employee Responsibilities</b>	5
Expense Reporting and Approvals	5
Ongoing Obligations	5
<b>Employer Responsibilities</b>	5
Relocation Support Services	6
Communication	6
Coordination of Third-Party Services	6
<b>Relocation Timeline and Milestones</b>	6
Coordination and Communication	6
Contingency Planning	7
Key Dates	7
<b>Tax Implications and Compliance</b>	7
<b>Confidentiality and Data Protection</b>	7
Confidentiality	7
Data Protection	8
<b>Dispute Resolution</b>	8
Mediation	8
Governing Law	8
<b>Termination and Amendment</b>	8
Amendment Process	9
<b>Signatures and Acknowledgments</b>	9
Signatures	9





# Introduction

This Relocation Agreement ("Agreement") is made and entered into as of August 9, 2025, by and between Docupal Demo, LLC, a company organized and existing under the laws of the United States, with its principal place of business at 23 Main St, Anytown, CA 90210 ("Company"), and Acme, Inc, a business organized and existing under the laws of the United States, with its principal place of business at 3751 Illinois Avenue, Wilsonville, Oregon - 97070 ("Employee").

## Purpose

This Agreement outlines the terms and conditions under which the Company will provide relocation assistance to the Employee as a result of accepting a new assignment requiring relocation to a different geographic location. This document details the covered expenses, establishes timelines and responsibilities for both parties, and sets forth procedures for dispute resolution.

## Scope

This Agreement is intended to define the parameters of the relocation, including but not limited to, the financial support provided by Docupal Demo, LLC, the logistical support offered, and the obligations of Acme, Inc during and after the relocation process. It also addresses important aspects such as confidentiality, data protection, and the governing law applicable to this Agreement.

## Scope of Relocation

This section defines the scope of relocation services provided by Docupal Demo, LLC to ACME-1 under this agreement. The relocation is initiated because Docupal Demo, LLC requires ACME-1 to perform their job functions at a different location. ACME-1 will transition to a role necessitating their physical presence at the new work location.



## Covered Expenses

The scope of this relocation is limited to direct expenses incurred by ACME-1 and their immediate family during the move. These expenses must be pre-approved by Docupal Demo, LLC and supported by valid receipts or documentation.

## Limitations

The relocation scope is specifically restricted to the direct costs associated with the physical relocation of ACME-1 and their immediate family. Any indirect costs, or expenses not explicitly pre-approved, will not be covered under this agreement.

# Relocation Benefits and Expenses

DocuPal Demo, LLC will provide relocation assistance to ACME-1, subject to the terms and limitations outlined below. This assistance is designed to ease the transition associated with relocating to 3751 Illinois Avenue, Wilsonville, Oregon - 97070, USA.

## Covered Expenses

The following relocation expenses are eligible for reimbursement:

- **Transportation of Household Goods:** DocuPal Demo, LLC will cover the cost of transporting your household goods from your current residence to your new residence in Wilsonville, Oregon.
- **Temporary Housing:** DocuPal Demo, LLC will provide temporary housing for up to thirty (30) days.
- **Travel Expenses:** DocuPal Demo, LLC will cover reasonable travel expenses incurred during the relocation.

## Reimbursement Limits

The total reimbursement for all relocation expenses will not exceed \$20,000. The maximum reimbursement for temporary housing is capped at \$5,000.



## Expense Submission and Reimbursement Process

To receive reimbursement, you must submit all expenses with original receipts to DocuPal Demo, LLC within thirty (30) days of the date the expense was incurred. Reimbursements will be processed within fifteen (15) days of submission of all required documentation.

## Relocation Expense Categories

# Employee Responsibilities

Acme, Inc. is responsible for completing the relocation within 60 days of the effective date of this agreement. Acme, Inc. must diligently pursue the relocation to minimize disruption.

## Expense Reporting and Approvals

Acme, Inc. will provide DocuPal Demo, LLC with receipts for all relocation-related expenses. Any expense exceeding \$1,000 requires pre-approval from DocuPal Demo, LLC. Failure to obtain pre-approval may result in non-reimbursement.

## Ongoing Obligations

During and after the relocation, Acme, Inc. must maintain satisfactory work performance. Acme, Inc. must also adhere to all DocuPal Demo, LLC's policies and procedures. This includes, but is not limited to, policies regarding conduct, attendance, and performance standards. Acme, Inc. is expected to cooperate fully with DocuPal Demo, LLC to ensure a smooth relocation process.

# Employer Responsibilities

DocuPal Demo, LLC will provide support to ACME-1 during the relocation process. This includes assigning a relocation specialist. The specialist will help ACME-1 find suitable housing in the new location. They will also coordinate the logistics of the move.



## Relocation Support Services

DocuPal Demo, LLC will ensure ACME-1 receives help throughout the relocation. A relocation specialist will offer guidance in key areas. These areas include housing and move coordination.

## Communication

DocuPal Demo, LLC will maintain clear communication with ACME-1. Relocation details, updates, and important information will be communicated by email. Regular meetings with the relocation specialist will also occur. These meetings will address concerns and provide ongoing support.

## Coordination of Third-Party Services

DocuPal Demo, LLC will manage the coordination of third-party services essential for the relocation. This includes engaging with a professional moving company. This company will handle the transportation of ACME-1's household goods to the new location.

# Relocation Timeline and Milestones

This section outlines the key dates and milestones for the relocation of ACME-1. The effective date of this agreement marks the commencement of the relocation process. ACME-1 is expected to complete the move within 60 days from the agreement's effective date. All relocation-related expenses must be submitted to DocuPal Demo, LLC for reimbursement within 30 days of being incurred.

## Coordination and Communication

To ensure a smooth and timely relocation, ACME-1 and a designated relocation specialist from DocuPal Demo, LLC will hold weekly meetings. These meetings will serve to monitor progress, address any challenges, and ensure all milestones are being met.



## Contingency Planning

Should any delays occur during the relocation process, ACME-1 is responsible for notifying DocuPal Demo, LLC immediately. In such instances, DocuPal Demo, LLC and ACME-1 will discuss alternative arrangements and solutions on a case-by-case basis.

## Key Dates

- **Agreement Effective Date:** 2025-08-09
- **Relocation Completion Deadline:** 2025-10-08 (60 days post-agreement)
- **Expense Submission Deadline:** 30 days after expense incurred.

## Tax Implications and Compliance

ACME-1 acknowledges that relocation benefits may have tax implications for its employees. ACME-1 bears the responsibility for understanding and addressing these potential tax liabilities.

DocuPal Demo, LLC will provide ACME-1 with a comprehensive summary of all relocation benefits provided under this agreement. This summary will assist ACME-1 and its employees in fulfilling their tax obligations. DocuPal Demo, LLC will also furnish all necessary documentation related to the relocation benefits to facilitate accurate tax reporting. ACME-1 is expected to ensure full compliance with all applicable tax laws and regulations related to this relocation.

## Confidentiality and Data Protection

### Confidentiality

Both Docupal Demo, LLC and ACME-1 agree to keep the terms of this Relocation Agreement confidential. This includes all details regarding expenses, timelines, and responsibilities outlined within this document. Any third parties involved in the relocation process will also be bound by confidentiality agreements to protect sensitive information.





## Data Protection

Docupal Demo, LLC will protect employee data according to its privacy policy. We will also follow all relevant data protection laws. This applies to all personal and relocation-related information. We will handle this information securely throughout the relocation process. Our data protection measures ensure the privacy and security of employee information during the relocation.

## Dispute Resolution

Any dispute arising from or relating to this Relocation Agreement will be resolved through good-faith negotiation between Docupal Demo, LLC and ACME-1. Both parties will make every reasonable effort to reach a mutually agreeable resolution.

## Mediation

If negotiation does not resolve the dispute, the parties agree to participate in mediation before initiating any litigation. The mediation will take place in Delaware, unless both parties agree to an alternative location. The parties will jointly select a qualified mediator. Each party will bear its own costs associated with the mediation, and the parties will share the fees and expenses of the mediator equally.

## Governing Law

This Relocation Agreement is governed by and construed in accordance with the laws of the State of Delaware, without regard to its conflict of laws principles.

## Termination and Amendment

This Relocation Agreement may be terminated under the following circumstances: If ACME-1's employment with Docupal Demo, LLC is terminated; or if ACME-1 fails to adhere to the terms outlined within this agreement.





## Amendment Process

Any modification to this Relocation Agreement requires a written amendment. Docupal Demo, LLC must provide ACME-1 with thirty (30) days prior written notice of any proposed changes. All amendments must be documented in writing. Amendments are only effective when signed by authorized representatives from both Docupal Demo, LLC and ACME-1.

## Signatures and Acknowledgments

This Relocation Agreement is effective as of the last date of signature below.

### Signatures

**DocuPal Demo, LLC**

By:

---

Name:

Title:

Date: MM/DD/YYYY

**Acme, Inc**

By:

---

Name:

Title:

Date: MM/DD/YYYY

### Witnesses

**Witness 1**

---



Name:

Date: MM/DD/YYYY

**Witness 2**

---

Name:

Date: MM/DD/YYYY

