

INTERNAL DO NOT CALL ROSTER AGREEMENT

Date: [Date]

To: [Employee/Producer Name]

From: [Agency Name] Management

1. Purpose

This agreement outlines your responsibilities regarding the Agency's Internal Do Not Call (DNC) Roster in compliance with the Telephone Consumer Protection Act (TCPA) and relevant state laws.

2. Policy Compliance

I understand that [Agency Name] maintains a private list of consumers who have requested not to be contacted by our agency. I agree to consult the Internal DNC Roster before making any outbound solicitation calls, regardless of whether the consumer is on a National or State DNC Registry.

3. Recording Requests

If a consumer requests to be placed on our Internal DNC Roster during a call, I agree to:

- Immediately stop the solicitation.
- Record the consumer's name and telephone number.
- Update the agency database/roster within [Number] hours of the request.

4. Restricted Actions

I will not call, text, or fax any number listed on the Internal DNC Roster for marketing purposes. This restriction remains in effect even if I have a pre-existing business relationship with the client, unless they provide express written consent to resume contact.

5. Acknowledgement of Consequences

I acknowledge that failure to comply with these procedures may result in legal penalties for the agency and disciplinary action against me, up to and including termination of employment or contract.

Signatures

Employee/Producer Signature

Date

Agency Representative Signature