

AMERICAN DRILLING

Text Alert Program — Verbal Consent Script (read word for word)

Read this exactly as written. Do not paraphrase, shorten, or skip any part of it. If the employee declines, stop immediately and log the decline.

STEP 1 — READ ALOUD, EXACTLY AS WRITTEN

“Hi [employee name], this is [staff first name] with American Drilling in the San Jose office. I’d like to offer you our optional employee text alert program. This is completely voluntary — it is not required for your job, your pay, your schedule, or anything else here, and if you say no, nothing changes for you at all.

If you say yes, American Drilling will send operational text messages to your mobile phone. There are three kinds: a reminder when your daily field report hasn’t been submitted yet, a confirmation when your report is received, and an alert when a piece of equipment is reported down. That’s all we send — no advertising, no marketing, and we never give your number to anyone else.

Message frequency varies, and it’s usually about one to five messages on a work day. Message and data rates may apply, depending on your carrier and your plan. You can reply STOP to any message at any time to cancel, and you’ll get one confirmation that you’ve been unsubscribed. You can reply HELP for help, or call our office at (408) 795-1700. The full terms and privacy policy are at shop.amdrill.app/sms-terms.html and shop.amdrill.app/sms-privacy.html, and I can hand you a printed copy if you’d like one.

Do you agree to receive these text messages from American Drilling at your mobile number? Please answer yes or no.”

STEP 2 — IF THE EMPLOYEE SAYS NO

“No problem at all — I won’t sign you up, and nothing changes. If you ever want to join later, just let the office know. Thanks [employee name].”

Log the decline below. Do not enter the number. Do not ask again unless the employee brings it up.

STEP 3 — IF THE EMPLOYEE SAYS YES

“Great, thank you. Let me read the number back to make sure I have it right: [read the 10-digit mobile number back, one digit at a time]. Is that correct, and is that a mobile phone you can receive texts on?”

Only after the employee confirms both the number and that it is a mobile line, enter it in the system. If they correct it, read the corrected number back again first.

STEP 4 — CLOSE

“You’re all set. You’ll start getting those alerts, and remember you can reply STOP any time to cancel. Thanks [employee name].”

CONSENT LOG — fill in the same day

Employee name	
Mobile number (as read back)	
Date and time	
Staff member who read this script	
Answer (circle one)	YES / NO
Method	Verbal — in person / by phone
Entered in system by	

*File this in the employee's personnel file. It is the consent record for the text alert program. Full public disclosure:
daily.amdrill.app/sms.html*

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