

IR 101

Introduction to Investor Relations - Q4 Employee Training



Q4 is committed to continually improving and refining our customer service efforts as it is one of our key competitive advantages. We are committed to providing all staff with the necessary training and materials to ensure that everyone is able to demonstrate industry knowledge and exceptional professional service. As the first part of this initiative, all Q4 employees are requested to complete this initial training module (IR-101) which will provide basic knowledge of our industry and our products.

Periodically, we will roll out new training modules to the team using this format. Please plan to take some time to view the presentation and then respond to the following questionnaire.

Instructions:

Please review the attached presentation:

IR Training Presentation

<https://drive.google.com/a/q4websystems.com/file/d/0B1D4SzH8c-7rbk1RNkdYcjNJVEk/view?usp=sharing>

Then, complete the following questionnaire. You will be scored and if you do not achieve the minimum required score, you will be asked to resubmit the survey.

https://docs.google.com/a/q4websystems.com/forms/d/1Jq-jDP1qJIAGPI0iqEUv4ETJaKbjn6PoBqSDkqxFBak/viewform?usp=send_form

IR Glossary:

Investor Relations 101 - Glossary

https://docs.google.com/a/q4websystems.com/document/d/1YrcVWnUIhScoc66piQOQq5xkWuE7fJiilKjy_5HlnEs/edit?usp=sharing