

EXHIBIT Q



Employee Separation Form

This form must be used to remove an employee from payroll due to resignation or termination. Do not use this form for any other payroll requests.

Revised January 2000

Last Name (Please Print) Tutu	First Name Kofi	Middle Initial O.	Social Security Number (required)
Org. and Div. Employees 80866	Location Gaithersburg, MD	Division/Department Name online subscriptions	
Store #	City, State	Zone	Region

Voluntary Resignation - requires level 1 approval below

Separation Date (m/d/y)	Separation Code (see back of form)	Recommended for Return? <input type="checkbox"/> Yes <input type="checkbox"/> No (explain in "Comments" section)	Forwarding Address Given? <input type="checkbox"/> Yes (indicate in "Comments" section) <input type="checkbox"/> No	Vacation Days Earned (Regular and Carry-over)	Vacation Days Used
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Involuntary Discharge - requires level 1, 2, 3 approval below

Separation Date (m/d/y) 6/17/05	Separation Code (see back of form) IF	Recommended for Return? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (explain in "Comments" section)	Forwarding Address Given? <input type="checkbox"/> Yes (indicate in "Comments" section) <input checked="" type="checkbox"/> No	Vacation Days Earned (Regular and Carry-over) 21.32 hrs.	Vacation Days Used 8 hrs.
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Briefly describe the employee's behavior or performance that supports your decision to terminate (attach additional sheets if needed)

Employee showed up 45 min late to work. Reported in mail being picked up late and consequently lost processing time to get customers orders sent out in a timely manner, which affects customer service levels of that facility.

Has this employee received any previous corrective action(s) for this behavior or performance? No Yes - complete this section and attach related documents

Date (m/d/y)	Type of corrective action (check one)	Summary
3/28/05	<input checked="" type="checkbox"/> verbal <input type="checkbox"/> written <input type="checkbox"/> final written	Tardiness -> caused loss of 1 hr. processing time.
4/9/05	<input type="checkbox"/> verbal <input checked="" type="checkbox"/> written <input type="checkbox"/> final written	Perf. -> failed to QA outbound envelopes
5/13/05	<input type="checkbox"/> verbal <input type="checkbox"/> written <input checked="" type="checkbox"/> final written	Perf. -> failed to report productivity data.

Have there been any other discussions or actions taken for behavior or performance problems? No Yes - complete this section and attach related documents

Date (m/d/y) Summary

Attention Supervisor: This involuntary discharge must be reviewed in advance by your Immediate Manager and Human Resources Manager, indicate one reviewed your decision here:

Jennifer Fitzgerald ... **06/22/05** ... **Eric Bassett** ... **62405**

Comments

Level 1 approval	Immediate Supervisor	Print Name	Date
Level 2 approval	Immediate Supervisor's Manager	Print Name	Date
Level 3 approval	Human Resources Manager	Print Name Jennifer Fitzgerald	Date 6/21/05

Original - Payroll Department (address on back) Yellow - HR Manager Blue - R.E.Harrington, Inc. (address on back) Pink - Immediate Supervisor

Revised: Purif 008 106

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