

Postage Allowance Policy

The Company will subsidize bulk rate postage on farming materials which may consist of Company-sponsored Real Edge Farming Postcards, Target Cards (just listed, just sold, open house), Home-News newsletters, and/or other approved farming products, which are sent bulk rate, standard mail, at **13.1 cents per piece.**

The number of pieces the Company will reimburse per month is based on the agent's previous year's settled volume/club status. Hall of Fame club status does not apply. Recognition must be earned in the previous year. The Criteria for the number of qualifying pieces is listed in the chart below.

Postage over and above the 13.1 cents subsidy per unit, and the full postage amount on quantities exceeding policy, is the responsibility of the agent.

All reimbursement requests/reports must be submitted within 30 days of date on receipt

Free Lance Star Policy:

LFFRED will pay for 1/2 of advertisements for properties listed by a LFFRED agent - up to \$250.00 - first ad only - there is no reimbursements on subsequent advertisements on the same property.

When placing an advertisement with the FLS the order must go on the LFFRED account.

No FLS reimbursements will be processed for advertisements not on the LFFRED account.

AGENT'S NAME INITIALS DATE

Kevin McGrath

MANAGER'S NAME INITIALS DATE

REGIONAL VP'S NAME INITIALS DATE

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AGENT'S NAME	AGENT #	BRANCH OFFICE NAME	PC#
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RECEIPT DATE	VENDOR (PER RECEIPT)	DESCRIPTION	PURPOSE	ACCTG. USE	AMOUNT
Total Due					\$

Expense reimbursements must be submitted within 60 days of when the expense was incurred.
Receipts are required for all expenditures and should be attached in order as listed above.

Note: You can elect to have your expense reimbursements paid by direct deposit. Enrollment form is available on the Accounting intranet site.