

MEMORANDUM

TO: Standlee Premium Western Forage® Customers
FROM: Standlee Premium Western Forage®
DATE: September 19, 2016
SUBJECT: Coupon Reimbursement

Dear Valued Customer,

To ease and speed your reimbursement of Standlee Premium Western Forage® coupons, please see the Standlee Coupon Redemption and Processing Instructions below and on the back of this memo.

Standlee Retail Partner Coupon Instructions-

Please ensure cashiers and back office personnel are aware of the following coupon collection and reimbursement process.

Coupon Redemption Instructions for Cashiers:

- Scan required products and coupon bar code to initiate consumer discount.
- Offer will be deducted from the consumers purchase after taxes.
- Gather all coupons received for reimbursement as needed.

Coupon Reimbursement Instructions for Back Office Personnel:

- Collect all redeemed coupons from cashiers for reimbursement through Standlee's coupon clearinghouse, NCH.
- Complete The Standlee Redemption Form. (Form must list your location and address. Additional information is suggested for faster processing, but not required)
- Send form and coupons to the address listed on the form.

Other Notes FYI:

- No limit to the frequency of submissions. Copies of the form are accepted.
- Reimbursement takes between 10 – 15 days. (May vary depending on timing with delivery to NCH)
- Retailers are required to submit all redeemed coupons 6 months after the expiration date for reimbursement.
- The Coupon Redemption Form from Standlee is not required for reimbursement through NCH but intended to ease and document the submission for our customers.

Contact Standlee Customer Service at 800-398-0819 or your regional sales representative with any questions.

Coupon Redemption Form



Mail Completed Forms to:

Standlee Hay Company, Inc. 1585
NCH Marketing Services
P.O. Box 880001
El Paso, TX 88588-0001

INVOICE DATE: _____

INVOICE # (provided by customer): _____

RETAILER MAILING ADDRESS:

Store Name _____

Customer # _____ Phone Number: _____

Address: _____

City, State, Zip Code _____

Shipping Location: _____

Coupon UPC:	# of Coupons:	Face Value (for free product coupons insert retail price – up to stated value)	Total:

Total # of Coupons: _____

Total Face Value: _____

Handling (# Coupons x \$.08) _____

Postage: _____

Total Amount Claimed: _____

Coupon Redemption Form MUST accompany coupons. Please keep a copy for your record.