



REDEMCO INC.

PROCEDURES FOR FILING YOUR REDEMCO COUPONS

If you do not wish to benefit from our turnkey processing service, you will have as an alternative to sort, classify and count your coupons yourself by agency, manufacturer and offer, as well as to complete the form provided for this purpose for each of the agencies where you will need to send your coupons.

In this case, you will need to follow the procedures below for sending Redemco coupons. You can then request a form and open an account with other reimbursement agencies, for which you will also have coupons to send.

- The coupons reimbursed by Redemco have the following address: **C.P. 128, Longueuil, QC J4K 4X8**;
- If you do not have an account with Redemco, please contact us by email at: coupons@redemco.com or by phone at 450-679-7473 ext. #225.

If you have an account with us, follow the guidelines below for sending your Redemco coupons:

- Please use an original Redemco slip with unique number when submitting a claim:
 - By using the original Redemco slip, in which your client number and contact details are already indicated, your claim will be processed faster;
 - Keep a copy of the slip for your records in order to verify if the payment received corresponds to the amount claimed;
 - **Do not use a photocopy of an original slip**, the unique number is assigned to each claim. If you no longer have a slip, please contact us.
 - 34-day payment period following receipt of the claim;
 - A new slip will be provided with each payment.

Procedures:

- Separate your coupons by manufacturer using the first 3 digits of each code. For example: Code 2250101 = A. Lassonde
- Enter the total number of coupons per manufacturer and enter it in the "Qty" box provided for each of them. The slip contains the main manufacturers, you can write the others by hand, if necessary, in the blank boxes.
- For example: 999 Company XYZ Qty: 2 | Claimed value: \$ 2.00 (2 coupons at \$ 1.00)
- Then separate them either by promotion or by value of money to facilitate your calculations or your count.
- Enter the total amount by manufacturer and enter it in the "Coupons value" box provided for this purpose for each of them.
- The total value of the handling fee of \$ 0.1025 per coupon claimed from the manufacturers is calculated at the bottom of the slip in the "Manutention/Handling" box. If you have a total of 100 coupons, that will correspond to: $100 \times \$ 0.1025 = \$ 10.25$.
- All you have to do is add the total value of the coupons, the handling and the postage fee in order to have the total amount claimed.
- **Postage:** Enter the amount to be reimbursed. Please note that only the cost of a regular stamp will be paid.

Important Notice: The retail coupon redemption period varies between 3 and 6 months after the consumer expiration date. If there is no precise indication on the coupon, you have 6 months, otherwise you must refer to the instructions written on the coupon. (Ex .: For reimbursement, this coupon must be received by mail before December 31, 2017 or any other clarification). **After this period, you will no longer be reimbursed.**