



FROM : MANAGEMENT
SUBJECT : **PROCESSING OF REIMBURSEMENT CLAIMS**
DATE : DECEMBER 06, 2011

To All Concerned:

Please be informed that reimbursement claims **MUST** be processed within ONE day. Petra should be able to verify and initiate payment right away.

Reimbursement claim forms have to state the following:

"Our goal is to ensure a speedy reimbursement of your claims. Should you NOT receive your reimbursement check or Paypal transfer within 3 business days, or should somebody give you a 'hard time' with your legitimate claims that were supported by receipts, please email reimbursement@fashionone.com"

MANAGEMENT