

## Billy Geltmaker

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**From:** Billy Geltmaker  
**Sent:** Wednesday, September 27, 2017 2:21 PM  
**To:** Blankenbaker 16 Theatre; Northgate 14 Theatre; Brandywine 14 Theatre; marcush@xscapetheatres.com; Terrence Johnson; Doug  
**Cc:** 'sbagwell (scottb@patokacapital.com)'  
**Subject:** SOP - Set up for 2% Discount on BIBs with Payment of 15 Days  
  
**Importance:** High

All,

Please make the following change in **operation effective immediately**.

We now receive a 15 day pay discount of 2%. What this means is if we pay within 15 days of receipt we get to take 2% off of the total invoice.

To achieve this, we will need to process the Coke invoices as soon as they are received so here is the procedure going forward.

- You receive a Coke Invoice.
- The same day it is received, the MOD is to scan the invoice and email it to Morgan and copy Ops.
- Take the original invoice and process as normal, yes, still submit it with your invoices like normal. This is our backup to make sure they are being processed properly.

Let me know if you have any questions or issues.

GM,

If a manager fails to follow this procedure they are to be documented for failing to follow stated procedure.

Cordially,  
Scott Bagwell  
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