

SOP - Week Ending Packets Received to Corporate

Let me clarify this.

All Week Ending Packets must be mailed/shipped on Friday before the Post Office closes. If asked where your packet is you will reply with a brief answer and a scanned copy of the receipt showing it was shipped on the previous Friday. If Friday is a Holiday you will need to find a Post Office/Shipping Facility that is open and process on Saturday. If a member of corp is in your location and you hand it to them for delivery, make sure you get them on camera picking it up....always best to be able to prove yourself.

You should always try to use the local post office near your location for this shipping as it is the most cost efficient.

Thanks,
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From: Billy Geltmaker

Sent: Wednesday, June 7, 2017 9:59 PM

To: Riverview 14 Theatre <rv14@patokacapital.com>; Northgate 14 Theatre <ng14@patokacapital.com>; Blankenbaker 14 Theatre <bb14@patokacapital.com>; Howell 14 Theatre <howell14@patokacapital.com>; Brandywine 14 Theatre <bw14@patokacapital.com>; renaev@xscapetheatres.com; terrencej@xscapetheatres.com; Marcus Hackett <marcush@xscapetheatres.com>; keving@xscapetheatres.com; jeffk@xscapetheatres.com

Cc: Scott Bagwell <scottb@patokacapital.com>; Alan Noonan <alann@patokacapital.com>; Front Desk Admin <admin@patokacapital.com>

Subject: Week Ending Packets Received To Corporate

All – Week Ending paperwork packets are to be received at corporate office no later than the following Wednesday, no exceptions. This has to be this way because auditing these are so time consuming. Please make sure you put something in place to make sure this happens going forward.

Thanks,
William Geltmaker
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