



The Xscape VIP Ticket Instructions

VIP Ticket are sold in Bulk at the Home Office to companies and organizations for a discounted price to either sell or hand out to their employees or customers. These tickets are good for 2D films only. There is a button located on every POS station in the box office to push when a guest approaches and hands the employee one of these tickets. These tickets are worth \$7.50 each and every time the VIP ticket button is hit on the POS station it charges that much. We do not take any monies from the customer unless they want to *upgrade to a 3D or Xtreme Film (*Upgrades are solely at the discretion of the Home Office and may not be suitable for your location, please consult your COO before accepting upgrades for VIP tickets).

Reconciliation instruction— Once you pull these tickets from the till they are taken back into the office and counted and you will multiply that amount by \$7.50. (Example—10 tickets = \$75.00). If there is not an option to reconcile these in your theatre software then you will treat them as Box Office cash . At the end of the business day you will then enter that amount in the “VIP Admission Tickets Redeemed (\$)” on our Nightly Gross Sheet paperwork as you can see below highlighted in yellow.

Gift Card Sales Redeemed (\$)	73.25	91.75	148.75	313.75	18.75	49.50	10.00	43.00	435.00
VIP Admission Tickets Redeemed (\$)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Kiosk Sales (\$)	3223.25	4261.75	2915.75	10400.75	526.75	165.00	602.50	431.25	12126.25

These tickets are never torn, they need to be voided with a stamp or hand written on the ticket front and back and put in your nightly envelope to be audited by the Home Office. Please if you have any questions or are confused about these CORP tickets make sure you let me know as soon as possible.

William Geltmaker

Operations Manager

Aliance Management & Xscape Theatres