



January 1, 2018

Dear Manheim Atlanta & Manheim Georgia Customer

Manheim is transforming its business to adapt to changing economic and industry conditions to maximize our market presence to meet customers' needs. We have been evaluating ways to better serve our customers and our goal is to continue to create a seamless experience for customers that do business at any number of our physical locations or via our online channels. We have reviewed the different travel assistance programs that our locations in Atlanta offer, and have created an easy to use policy and process.

What's Staying the Same

- Receipts for reimbursement will be submitted to the promotions department at the auction on the day of sale. Checks will be cut and mailed within 7 days of receipts being submitted
- Both buy and sell transactions will count toward the weekly total. Purchases for multiple dealerships made by a single representative will be combined.
- Reimbursement is available for hotel and commercial airfare only, and does not include food, drink, entertainment, rental car, fuel, taxi fare, phone charges, etc.

What's Changing

- Reimbursement will be based on TOTAL weekly buy and sell transactions from both Manheim Atlanta and Manheim Georgia for the individual representative.
- The transaction tier and eligible amounts have changed:

<u>TRANSACTIONS</u>	<u>ELIGIBLE AMOUNT</u>
0-7 Units	0
8-15 Units	\$ 100
16-19 Units	\$ 150
20-24 Units	\$ 200
25-29 Units	\$ 300
30+ Units	\$ 400

*Reimbursement will based on actual receipt amounts = \$ TOTAL

- Checks will be sent to the dealership (for multiple dealerships, the representative can identify the "primary dealership" to which the check will be sent.

If you have any questions about the new travel assistance policy or process for Manheim Atlanta and Manheim Georgia, please contact your Manheim Sales Representative, The Promotions office at each location or Manheim Customer Care at **1 866-MANHEIM**.

Doug Kramer
Manheim Atlanta

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Manheim Georgia