



# PACIFIC MODERN HOMES, INC.

OFFICE & FACTORY ♦ 9723 Railroad Street ♦ Elk Grove, CA 95624  
MAIL ♦ Post Office Box 670 ♦ Elk Grove, CA 95759-0670  
TELEPHONE ♦ (916) 685-9514 FAX ♦ (916) 685-1306  
E-MAIL ♦ info@pmhi.com WEBSITE ♦ www.pmhi.com

*SUPPLYING QUALITY HOME PACKAGES TO THE WORLD SINCE 1968*

## CO-OP REIMBURSEMENT REQUEST

Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Dealer Name: \_\_\_\_\_

### Reimbursement Required For:

1. \_\_\_\_\_

2. \_\_\_\_\_

Date Co-Op Reimbursement Required: \_\_\_\_\_

Co-op Reimbursement Requested By: \_\_\_\_\_

Co-op Reimbursement Approved By: \_\_\_\_\_

### Co-op Advertising Reimbursement Guidelines:

1. PMHI will reimburse up to 100% of approved advertising from the Dealer Co-op Advertising account.
2. Co-op Advertising must be submitted to PMHI for approval **prior to running** to guarantee reimbursement.
3. No business expenses such as stationary, business cards, etc. will be reimbursed.
4. All ads must indicate that you are a **“Licensed Pacific Modern Homes, Inc. Representative” (or Dealer)**. (This does not apply to ads being run as a CPC/CPM or Display campaign, however the website to which the campaign is directed must indicate this).
5. **Reimbursement Procedure:**
  - a. Monthly invoices for newspaper/general advertising: **Attach copy of ad and invoice to this form.**
  - b. Annual phone book advertising (AT&T and other): **Attach proof of payment and copy of ad to this form.**
  - c. **All Co-op Advertising approved for reimbursement must be submitted to PMHI by the 15<sup>th</sup> of the month for reimbursement at the end of the month.**
  - d. **Requests covering approved Co-op Advertising items more than 60 days old will not be reimbursed by PMHI.**