



March 27, 2013

Dear Valued Franchise Partners,

As a reminder, Altair will transition from Ariba to epic on Friday, April 01. Please review the 'presentation of options requirement' noted below. Thank you for your cooperation as we make this transition.

Altair - Presentation of Option Requirement

Please note that in order to deliver Altair all of their required option information via epic, we will be requiring you to complete the following information listed in the supplier "Response Comments" field of the request you are sent.

- Distance (minutes) from work site:
- 3rd party unit (Yes/No)?:
- Is a background check required (Yes/No)?:
- Housekeeping frequency:
- Sales tax rate:
- Date available:
- Pet deposit information:
- Additional comments regarding option:

Kindly cut and paste the above into your response, with your answers behind them. Should you not complete this information in its entirety, it may result in your option being omitted from presentation to the customer.

Example of how you should respond:

- Distance (miles) from work site: 2.1 miles
- 3rd party unit (Yes/No)?: No
- Is a background check required (Yes/No)?: No
- Housekeeping frequency: Weekly
- Sales tax rate: 7%
- Date available: 3/18/13
- Pet deposit information: One time \$300 non-refundable fee
- Your additional comments here – Spacious one bedroom overlooking the pool. Etc.

Should you have any questions, please do not hesitate to contact me.

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