



From: Suzanne Guerra

Sent: Wednesday, October 09, 2013 8:57 PM

To: 'Bill Jackson'; 'Bobsie Ness'; 'Brian Schwarz'; 'Dean Devito'; 'Gary Smith'; 'Jamie Brown'; 'Jana Collier'; 'Julianne Corlew'; 'Piper Ayala'; 'Ralph Moore'; 'Rob Martini'; Sarah Everhart; Sharron Saunders; 'Steve Schlundt'; Suzanne Guerra; 'Vicky Smith'

Cc: 'Kimberly Lane'; Melissa Wellman; 'cjenkins@ahicorporatehousing.com'; 'Brenda Boone'; 'Clara Wolfe'; 'Lisa Ellis'; 'Ann Whitlow'; 'Stephen Crigler'; 'Danica Ehmann'; Samantha Hayes

Subject: Reimburseable Invoices

Hello Everyone,

The Reimburseable invoices for Q3 are almost ready and will be sent out next week. I wanted to let you know that you'll see a slight change on the invoices when the "Commissions" (aka Referral Fees) are being invoiced.

There are two processes that Oakwood pays referral fees through, one is by client invoice and the other is when the client invoice is short paid to Oakwood. Because these are separate payment processes, they are separated on your invoice. Previously, the short paid invoices were extremely hard to track and were not invoiced. Now that we are fully integrated into OSCAR, these will start being invoiced back to your market for invoices paid from May forward.

I've attached a sample of the invoice with the category breakdown highlighted and a text box you can click on for more description of that item. Each category has a subtotal line with the grand total at the end of the invoice. For any items where the detail is not typed directly on the invoice, you will receive back-up documentation as well. This has been a little confusing for some since the back-up may actually be an invoice sent to Oakwood, usually by Marriott. It is for detail reference only, no payments should be sent to Marriott (or any other company) by a franchisee.

Please let me know if you have any questions. You may also email Tessa at tshank@oakwood.com if you have questions regarding the detail noted on your invoice.

Warmest Regards,

Suzanne Guerra DIRECTOR OF OWNER & FRANCHISE SERVICES, OAKWOOD WORLDWIDE

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EXECUSTAYSM

Bill To:

Invoice Number:
Invoice Date: 10/3/2013
Customer Number:
Due Date: 11/2/2013

Name of Sender:
Oakwood Worldwide

Remit To:
Execustay Franchising, LLC
Attn: Residential Accounting
2222 Corinth Ave.
Los Angeles, CA 90064

INVOICE

Summary of Charges					Net Amount
Commissions:	Invoice date	Invoice nbr	Description	Amount	
ALTAIR	7/30/2013	6302013.1408		\$125.00	
ALTAIR	7/30/2013	6302013.1411		\$55.00	
ALTAIR	7/30/2013	6302013.1419		\$80.00	
ALTAIR	7/30/2013	6302013.1439		\$150.00	
ALTAIR	7/30/2013	6302013.1442		\$140.00	
ALTAIR	7/30/2013	6302013.1443		\$5.00	
ALTAIR	7/30/2013	6302013.1467		\$90.00	
ALTAIR	8/19/2013	7312013.1528		\$120.00	
ALTAIR	8/19/2013	7312013.1554		\$120.00	
ALTAIR	8/19/2013	7312013.1558		\$15.00	
ALTAIR	8/19/2013	7312013.1584		\$130.00	
THE MI GROUP	8/19/2013	7312013.1590		\$150.00	
SUBTOTAL, COMMISSIONS					\$1,180.00
Short Pay Commissions:					
Company	Guest Last Name	Arrival Date	Departure Date	Amount	
Cartus Corporation/United Technologies		04/13/2013	05/12/2013	\$180.00	
Cartus Corporation/CSAA		9/2/2013	10/31/2013	\$180.00	
Cartus Corporation/Verizon Wireless		7/22/2013	1/17/2014	\$540.00	
SUBTOTAL, SHORT PAY COMMISSIONS					\$900.00
Marriott Points:	Invoice date	Invoice nbr	Description	Amount	
MARRIOTT INTERNATIONAL INC.	7/26/2013		REG PTS	\$17.11	
MARRIOTT INTERNATIONAL INC.	8/17/2013		MAY REG PTS	\$134.73	
MARRIOTT INTERNATIONAL INC.	9/15/2013		JUN, JUL REG POINTS	\$804.35	
SUBTOTAL, POINTS-REG					\$956.19
Other:					
SUBTOTAL, OTHER					\$0.00
PTS Fees:					
CORP NAME	GUEST LAST NAME	BILL FROM	BILL THRU	#DAYS BILLED	PTS FEE(DAYS/30*25)
Altair Relocation/Boeing *		7/13/2013	7/26/2013	14	\$11.67