



Wednesday, February 06, 2013 2:19 PM

Hi everyone,

I'm happy to inform you that starting in February, we will be sending out a monthly ExecuStay eDeals email. We sent out an initial eDeals in December and have now established a process for collecting rates and sending them out on a monthly basis. Our new process is outline in detail on the attached PowerPoint and rates should be submitted to me using the attached eDeals Submission Form. Here is a quick recap of the monthly process:

- 1<sup>st</sup> of each month, I will send out an email requesting rates (like Laura Biby used to do).
- 15<sup>th</sup> of each month, rates are due back to me at [lreich@oakwood.com](mailto:lreich@oakwood.com) using the eDeals Submission Form (very similar to the form we used for our legacy ExecuStay eDeals emails).
- 18<sup>th</sup> of each month, you will need to have rates updated in Pegasus (Melissa Dekosky/Susanne Hammond will provide Rate Load Instruction sheet By Feb 8<sup>th</sup>)
- 22<sup>nd</sup> of each month ExecuStay eDeals goes out

Please send me your discounted/promotional rates using the attached eDeals Submission Form by Friday, February 15<sup>th</sup>. If you have any questions or concerns, please call me, I'm happy to assist.

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