



LFFRED Postage/Marketing Policy (11/13/2023)



Postage

- *LFFRED will reimburse active L&F agents on bulk rate postage for farming materials
- *The reimbursement rate is .13 per piece as of Jan 10, 2023
- *Any amount over .13 per piece is the responsibility of the agent
- *All reimbursement requests must be submitted within 30 days of the date of the receipt
- *Receipts must be provided to process reimbursement
- *All reimbursement requests must be submitted via email to frbcontracts@LNF.com**
- *There is no procedure for submitting for reimbursement other than email**
- *All reimbursement requests must be submitted using the attached form**

Free Lance Star

- *LFFRED will reimburse active agents for ½ of the cost of a property ad in the Free Lance Star
- *The maximum reimbursement to an agent per property per calendar year is \$250.00
- *Any ad placed with the Free Lance Star must be charged to the L&F account
- *Any ad placed and not charged to the L&F account will not be reimbursed
- *All ads require manager approval prior to publication to be eligible for reimbursement

SCROLL DOWN TO FILL OUT REIMBURSEMENT FORM

Then EMAIL To frbcontracts@LNF.com



LONG & FOSTER REAL ESTATE, INC
AGENT EXPENSE REPORT

*****POSTAGE ONLY*****

Print Name and Initial

AGENT'S NAME INITIALS DATE

MANAGER'S NAME INITIALS DATE

REGIONAL VP'S NAME INITIALS DATE

AGENT'S NAME	AGENT #	BRANCH OFFICE NAME	PC#
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RECEIPT DATE	VENDOR (PER RECEIPT)	Quantity	Cost/Price	ACCTG. USE	AMOUNT
Total Due					\$

Expense reimbursements must be submitted within 60 days of when the expense was incurred. Receipts are required for all expenditures and should be attached in order as listed above.

Note: You can elect to have your expense reimbursements paid by direct deposit. Enrollment form is available on the Accounting intranet site.