



## Memo

To: RETAILERS

From: HAROLD LEVINSON ASSOCIATES

SUBJECT: PRE-BOOKED PRODUCT

Dear Valued Customer,

Please be advised that starting on April 1, 2019, any cigarette pre-books assigned to your account will be automatically sent with your regular delivery. **THIS PRODUCT CANNOT BE REFUSED OR RETURNED.** HLA drivers and sales people are not permitted to authorize or accept any returns of any cigarette pre-books after this date.

As a reminder, these pre-books are part of your contract with each manufacturer who provide you monthly cigarette promotions, not from HLA directly. **If you do not wish to receive promotional cigarette pre-books, you must contact your specific tobacco manufacturer representative.**

Additionally, if you receive a pre-book from HLA and you reject or return the product, you will not receive credit and HLA will not ship the product back to your store.

It is your responsibility to contact your cigarette manufacturer and adjust your cigarette carton quantities or stop them permanently.

Your failure to adhere to HLA's pre-book policy after April 1, 2019 may result in HLA blocking ALL pre-booked product for all manufacturers to your store.

Should you have any questions, please contact your sales representative.

Thank you in advance for your understanding and compliance.

Sincerely,

Harold Levinson Associates