Level 1 Week 1 Training Invitation

 Attention:
 Hotel Reservation #

 Start time:
 9:00 am - 5:00 pm

 Date:
 1/28/19 (Monday) thru 2/01/19 (Friday)

 Location:
 Training Room, 2nd Floor

 6303 126th Avenue North
 Largo, FL 33773

 Phone #
 (727) 538-5577

 Attire:
 Business Casual*

Introduction

Thank you for attending the first week of the Leader's Holding Company™ Level 1 Training Program.

Questions are encouraged, so please write down anything that comes across your mind so we may discuss it and help you succeed.

#1 Company Goal

A Happy Customer the First Time

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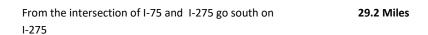
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Directions

From The North:









Merge onto ULMERTON RD / FL-688 W via EXIT 31B 4.9 Miles

toward LARGO

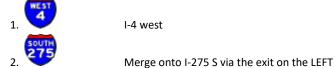
Turn Left onto 66th St just past the US-19 overpass **0.3 Miles**

4. Turn Left onto 126th Ave N

re N **0.2 Miles**

Distribution Center is on the left

From Orlando:



82.5 Miles

30.5 Miles

3.9 Miles

Merge onto I-275 S via the exit on the LEFT

13.3 Miles

Merge onto ULMERTON RD / FL-688 W via EXIT 31B

4.9 Miles

toward LARGO

Turn Left onto 66th St just past the US-19 overpass **0.3 Miles**

5. Turn Left onto 126th Ave N 0.2 Miles

Distribution Center is on the left

From the South:



I-75 North to I-275

Merge onto I-275 N via EXIT 228 toward
ST. PETERSBURG (You will need \$1 for the bridge

toll. Save your receipt for reimbursement)

3. Take the Roosevelt Blvd N EXIT 30

4. **EXIT 30** Merge onto North Bound Roosevelt Blvd N

688

Merge onto ULMERTON RD / FL-688 W

toward LARGO

6. Turn Left onto 66th St just past the US-19 overpass **0.3 Miles**

7. Turn Left onto 126th Ave N **0.2 Miles**

Distribution Center is on the left

Accommodations and Reimbursement

Associates living more than 30 miles away from the distribution center qualify for the following reimbursements.

Hotel

Hotel rooms will be provided for associates who live more than 30 miles away from the distribution center. Team members who live 60 miles or more from the distribution center will be booked for a Sunday night hotel room allowing them to drive in the evening before. Reservations will be prearranged. Distance from the distribution center will be defined as the most efficient route as calculated by Google Maps.

Miles from Distribution Center	Hotel Room	What Nights
0 – 29	N/A	N/A
30 – 59	Yes	Monday – Check out Friday
60+	Yes	Sunday – Check out Friday

Property

Holiday Inn Express Clearwater East - Icot Center

13625 Icot Blvd Clearwater 33760 FL US

+17275367275



One Team, One Goal!

Mileage

Mileage reimbursement is only eligible to team members who are traveling from outside Pinellas County. Mileage is calculated by the accounts payable department and is the shortest route between two points per routing software. See the mileage reimbursement table on page 5. Rate per mile will be calculated by dividing the average cost per gallon of unleaded in Florida by 20 miles per gallon then adding .05¢ per mile for repair and maintenance.

Example: $$3.50 \setminus 20 \text{mpg} = .17 \text{¢}$ per mile .17¢ per mile + .05¢ = .22¢ reimbursed per mile

Home Address

House Number	Street			Unit
,FL				
City		State	Zip	

	Date	From	То	Miles
x.	10/15/2008	Home	Distribution Center	0
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5				
6				
7				
8				
			Total	
			Rate	
			Reimbursed	

Date

I herby verify this information to be fact

			Pag	e 4 of 6
Nk 1	Level	1 Wk 1	Training	Invitation
				1/4/2019

Meals

\$20 max per single meal, \$30 per day total for breakfast, lunch and dinner. Reimbursements are only paid on itemized receipts. No alcoholic beverages will be reimbursed. Original itemized receipts must be submitted to Accounts Payable at

a-p@leadersfurniture.com

Team members traveling from out of town and staying overnight will be given a maximum food allowance for breakfast lunch and dinner. The total for any one meal shall not exceed \$20. The total of all three meals shall not exceed \$30. Single meal expenses exceeding \$20 or the total for the day exceeding \$30 are considered to be the team members discretional spending and will not be reimbursed. To be eligible for reimbursement itemized receipts must be handed in to the corporate trainer and logged on the form below. Alcoholic beverages are not reimbursable.

	Date		Meal		Total
Ex.	10/15/2008	Breakfast	Lunch	Dinner	<i>\$</i> 7.36
1		Breakfast	Lunch	Dinner	
2		Breakfast	Lunch	Dinner	
3		Breakfast	Lunch	Dinner	
4		Breakfast	Lunch	Dinner	
5		Breakfast	Lunch	Dinner	
6		Breakfast	Lunch	Dinner	
7		Breakfast	Lunch	Dinner	
8		Breakfast	Lunch	Dinner	
9		Breakfast	Lunch	Dinner	
10		Breakfast	Lunch	Dinner	
11		Breakfast	Lunch	Dinner	
12		Breakfast	Lunch	Dinner	
13		Breakfast	Lunch	Dinner	
14		Breakfast	Lunch	Dinner	
15		Breakfast	Lunch	Dinner	
16		Breakfast	Lunch	Dinner	
17		Breakfast	Lunch	Dinner	
18		Breakfast	Lunch	Dinner	
19		Breakfast	Lunch	Dinner	
				Total	



Complete and Email this page to RESERVE | CANCEL your Hotel Room | Rental Car

If you are both eligible for and in need of a hotel room and or rental car for this meeting, *please fully complete the appropriate section*, below, and *email it to* <u>sales.support@leadersfurniture.com</u> *before March 4, 2019*.

Room | Rental Car: Reservation Request

Today's Date:	
Store No:	
(As listed on Driver's License) First Name:	
Last Name:	
Hotel Room: YES	
Rental Car: YES NO (if neither is circled, no car	will be rented)
CELL PHONE NUMBER:	
Where do you want your CONFIRMATION(s) email Confirmation Email Address:	led? (we will also email it to your store)
Room Rental	Car: Cancellation Request
Please <i>email</i> <u>sales.support@leadersfurniture.com</u> meeting date listed on pg. 5, above.	as soon as you can, but not less than 72 hours prior to the scheduled
Today's Date:	Circle an answer for each, below
Store No:	Cancel Hotel Room: YES NO
First Name:	Cancel Rental Car: YES NO N/A
Last Name:	Rental car was not initially Requested: TRUE FALSE