



**LEADERS HOLDING CO.**<sup>TM</sup>

Est. 1971

## Distribution Center Same-Day Pick-Up

### Important:

- ✓ The distribution team needs two hours to pick and prep an order.
- ✓ The calendar will not allow you to schedule a Same Day Pick-Up. Follow the instruction in "Communicate" below.

### Pick-Up Hours

Day	Time
Sunday	Closed
Monday	10:00 am to 5:00 pm
Tuesday	10:00 am to 5:00 pm
Wednesday	10:00 am to 5:00 pm
Thursday	10:00 am to 5:00 pm
Friday	10:00 am to 5:00 pm
Saturday	Closed

### Communicate

- ✓ Send the email template Retail | Same Day Pick Up Distribution Center from the sales order
  - Be sure to change the recipient email to [warehouse.office@leadersfurniture.com](mailto:warehouse.office@leadersfurniture.com) before sending
- ✓ For complete instructions on how to use email templates, please review: R:\3 About Customers and Orders\3.18 Customer Communication

