



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

Est. 1971

## Sales Training Invitation

<b>Attention:</b>	Sales Training Program
<b>Hotel Reservation #</b>	Holiday Inn Express Clearwater East – ICOT Center
<b>Start time:</b>	_____am – _____pm
<b>Date:</b>	
<b>Location:</b>	Training Room, 2nd Floor
	6303 126th Avenue North
	Largo, FL 33773
<b>Phone No:</b>	(727) 538-5577
<b>Attire:</b>	Business Casual & Please Wear your Name Tag, daily.

### Introduction

Thank you for attending Leader's Holding Company's<sup>TM</sup> Sales Training Program. Participation and questions are encouraged. Please write down any questions you may have, so we can discuss them and help you succeed.

## # 1 Company Goal






### A Happy Customer the First Time

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# Directions

## From the North:

1.  &  From the intersection of I-75 and I-275 go south on I-275 29.2 Miles
2.  Merge onto ULMERTON RD / FL-688 W via EXIT 31B toward LARGO 4.9 Miles
3.  Turn Left onto 66th St just past the US-19 overpass 0.3 Miles
4.  Turn Left onto 126th Ave N 0.2 Miles






**Distribution Center is on the left**

## From Orlando:

1.  I-4 west 82.5 Miles
2.  Merge onto I-275 S via the exit on the LEFT 13.3 Miles
3.  Merge onto ULMERTON RD / FL-688 W via EXIT 31B toward LARGO 4.9 Miles
4.  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:

1.  I-75 North to I-275
2.  Merge onto I-275 N via EXIT 228 toward ST. PETERSBURG (You will need \$1 for the bridge toll. Save your receipt for reimbursement) 30.5 Miles
3. Take the Roosevelt Blvd N EXIT 30
4. **EXIT 30** Merge onto North Bound Roosevelt Blvd N
5.  Merge onto ULMERTON RD / FL-688 W toward LARGO 3.9 Miles
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

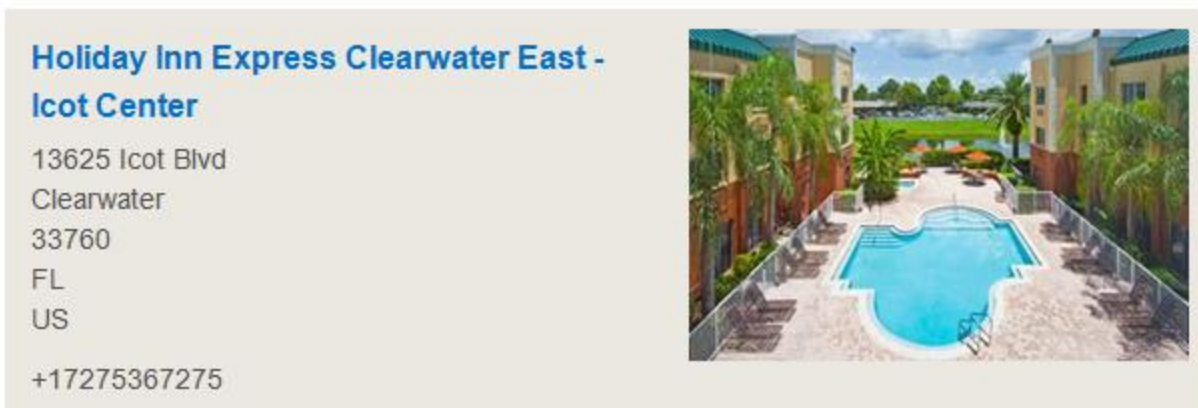
Associates living more than 30 miles away from the distribution center qualify for the following reimbursements.

### 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 prior 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	Check-in the day of the <b>Sales Training Program</b>
60+	Yes	Check in the night before the <b>Sales Training Program</b>

### Property



**Room Cancellation Notification:** If you qualify for and have already submitted your room reservation form but need to cancel, please complete the Cancellation Form on the last page of this invitation. Email the completed form to: [sales.leadership@leadersfurniture.com](mailto:sales.leadership@leadersfurniture.com). *72-hours advanced notice is required to Cancel all room reservations.*

# One Team, One Goal!

Mileage reimbursement is only eligible to team members who are traveling from outside of Pinellas County. Mileage is calculated by the accounts payable department and is the shortest route between two points per routing software. The 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.

$$.17\text{¢ per mile} + .05\text{¢} = .22\text{¢ reimbursed per mile}$$

House Number	Street	Unit
, FL		
City	State	Zip

Date \_\_\_\_\_

## Meals

Team members traveling from out of town and staying overnight will be given a maximum food allowance for breakfast lunch and dinner. No more than a 15% gratuity per meal will be reimbursed. Alcoholic beverages are not reimbursable. The total for any one meal shall not exceed \$20. The total of all three meals shall not exceed \$30 per day. Single meal expenses exceeding \$20 or the total for the day exceeding \$30 are the team members discretionary spending and will not be reimbursed. To be eligible for reimbursement, itemized receipts must be logged on the form below and then scan the original receipt(s) and email to Accounts Payable at [a-p@leadersfurniture.com](mailto:a-p@leadersfurniture.com).

	Date	Meal			Total
Ex.	10/15/2008	Breakfast	Lunch	Dinner	\$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					

I hereby verify this information to be fact.

Date



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

Your confirmation will be emailed to your store.

If you are eligible for and in need of a hotel room for this **Sales Training Program**, please fully complete the appropriate section, below, and email it to [sales.leadership@leadersfurniture.com](mailto:sales.leadership@leadersfurniture.com) a minimum of 72 hours in advance.

### Hotel Room Reservation Request

Today's Date: \_\_\_\_\_

Store City: \_\_\_\_\_ | \_\_\_\_\_

(Exactly as listed on Driver's License) First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Hotel Room: YES

YOUR Personal CELL PHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

### Hotel Room: Cancellation Request

Please email [sales.leadership@leadersfurniture.com](mailto:sales.leadership@leadersfurniture.com) as soon as you can, but *not less than 72 hours prior to the scheduled Sales Training Program* date previously listed, above.

Today's Date: \_\_\_\_\_

Circle an answer, below

Store City: \_\_\_\_\_

Cancel Hotel Room: YES | NO

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_