



LEADERS HOLDING CO.TM

Est. 1971

Sales Meeting Invitation

Attention:	Sales Meeting
Hotel Reservation	Holiday Inn Express Clearwater East – ICOT Center
Start time:	_____am – _____pm
Date:	
Location:	Marketing Room 2 nd Floor
	6303 126 th Avenue North
	Largo, FL 33773
Phone #	(727) 538-5577
Attire:	Business Casual & Wear your Name Tag, please.

Introduction

Thank you for attending Leader's Holding Company'sTM Sales Meeting. 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

Table of Contents

Introduction	1
Directions	2
From the North:	2
From Orlando:	2
From the South:	2
Accommodations and Reimbursement	3
Hotel.....	3
Mileage	4
Meals.....	5
Complete and Email this page to RESERVE CANCEL your Hotel Room	6






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 140 miles away from the distribution center qualify for the following reimbursements.

Hotel

Hotel rooms will be provided for associates who live more than 140 miles away from the distribution center. Team members who live *200 miles or more* from the distribution center can be booked for a hotel room the night prior to the sales meeting date, 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 – 139	N/A	N/A
140+	Yes	See your reservation confirmation email

Hotel Location

Holiday Inn Express Clearwater East - Icot Center

13625 Icot Blvd
Clearwater
33760
FL
US

+17275367275



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 and email it to:

sales.leadership@leadersfurniture.com. *72 hours advanced notice is required to Cancel all room reservations.*

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. 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 \ 20mpg = .17¢ per mile

.17¢ per mile + .05¢ = .22¢ reimbursed per mile

Home Address

House Number	Street	Unit
, FL		
City	State	Zip

	Date	From	To	Miles
Ex.	10/15/2008	Home	Distribution Center	O
1				F
2				F
3				I
4				C
5				E
6				
7				U
8				S
9				E
10				
11				O
12				N
13				L
14				Y
15				
16				
17				
18				
Total				
Rate				
Reimbursed				

I hereby verify this information to be fact

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.

	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



LEADERS HOLDING CO.TM

Est. 1971

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 Meeting**, please fully complete the appropriate section, below, and email it to sales.leadership@leadersfurniture.com at least *72 hours prior* to your reservation date.

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 as soon as you can, but *not less than 72 hours prior* to the scheduled **Sales Meeting** date previously listed, above.

Today's Date: _____

Circle an answer, below

Store City: _____ | _____

Cancel Hotel Room: YES | NO

First Name: _____

Last Name: _____