LEADERS HOLDING CO.™
Est. 1971

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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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 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 \ 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 herby verify this information to be fact   Date

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	$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 | 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* sales.support@leadersfurniture.com *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) emailed?** (we will also email it to your store)
Confirmation Email Address:

Room | Rental Car: *Cancellation* Request

Please *email* sales.support@leadersfurniture.com as soon as you can, but *not less than 72 hours prior* to the scheduled meeting date listed on pg. 5, above.

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**