**Oregon Wireless Specialties**

**MEMO**

**To:** Roslyn Thomas, President

**From:** Yolanda Reynolds, Sales Manager

**Date:** November 15, 2018

**Re:** Schedule for Sales Associates

In preparation for the holiday season, a hectic time in terms of sales and returns in our retail store, I suggest that we increase the number of associates available each day. It is imperative that their are enough associates on hand to assist customers with purchasing decisions. Historically, we've seen that increasing the number of associates during this season has led to an increase in sales and a reduction in returns. The income from sales has more then compensated for the additional salary costs.

Please review the proposed weekly schedule that I’ve attached and let me know if you approve. Contact me if you have questions or need more information.

Thank you!