



Memo

To: All Home Depot Associates, Supervisors, and Managers
From: Peter Franco; Store Manager
Date: October 20, 2013
Re: Cost Saving Measures

Good afternoon to you all. As you already know the store has been suffering because of the recent lack in sales that we have been experiencing. I understand that you all work hard to keep the store looking in tip-top shape and assist any and satisfy all customers to your fullest extent. Unfortunately, the lack in revenue has been brought to the attention of the District manager and most importantly, the C.E.O in Atlanta, Georgia.

I hate to be the bearer of bad news but sadly in order to keep the store running and up to date with the quotas the company expects; there are going to be changes that are going to affect us all. First of all, I would like to ask the part-time associates to please work your provided schedule. We know that sometimes the lack of hours is an issue but as of now there is nothing we can do. We will closely monitor lunch breaks and the times everyone clocks in and out. If you do not follow these rules, you will be written up and consequences will follow. As to the full time associates, please refrain from ever going into overtime because disciplinary actions will follow. I am very sorry to come out this way but it is what the company is asking for us to remain active.

Following are key points that should be watched carefully.

- **Markdowns.** The merchandise I have been observing in receiving is re-sellable at a discounted price. From now on no markdowns will be approved unless granted permission by me or the Assistant Store Managers.
- **Shrink.** All specialty departments **MUST** efficiently measure or weight what they sell. Mainly, Lumber, Flooring, and Plumbing. Lumber; make sure you charge for all cut

pieces of wood Flooring must cut all carpet must be cut to precise measurements and Plumbing associates must correctly all merchandise sold.

The store is suffering and how it affects all of you; hardworking noble associates. Please just follow these rules and continue to demonstrate your skills. Once this hard time has passed, ALL those who stand out will receive what he/she deserves, even if this means promoting the whole store.

Peter Franco Store Manager

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