

CFO - Week of Monday, August 9

1. Take one final look at the insurance proposal, especially the sections I flagged; need to execute this by end of August (I think it's fine, but just want one final review from you)
2. I've reviewed Merchandising's request to increase OTB (open to buy) to \$1.35M for October. I approve. Need your approval by end of August
3. I've reviewed Warehouse overtime request for September due to additional training required for 4th quarter. It will prevent us from having payroll overtime for entire 4th quarter. I'd like you to review it and share your thoughts, concerns (if any). Need to give Warehouse decision by EOM this month. Sooner is better.

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- Cycle counts this week include: SXS refrig / 27-35" TV / All Toshiba / All Amana
 - Customer service review meeting with delivery teams: Friday morning at 7am (let me know if you'd like any time with the guys)
 - Having truck 3 and 4 detailed this week, including scheduled maintenance (loaner trucks will be only be necessary one day, Wednesday); trucks 1 and 2 are completed, next week we'll do trucks 5 and 6
 - Truck 7 will be delivered pending our final approval of box wrap (approval due Friday, 20th) on Thursday, August 26th (plan to give Amos/Clay the new truck as reward for being our "lead" team --- and plan to give Derrick and Ben their truck, #3)
 - Frank is on vacation this week
 - Roscoe is on jury duty Thursday; will keep you updated