Monthly SPIFFS need to be completed at least 10 days before the end of the month.

This way it gives all the stores a chance to prepare their team members. Monthly spiffs need to start at the beginning of any given month and time is needed to allow everyone to get prepared.

Please ensure enough time to prepare here at BRT and there needs to be some coordination with both Keene and Winnipeg warehouses, so they can make sure they have enough stock to supply the stores.

Signed:

Name (print) Title Signature Date

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |