



apollo

Oct/Nov Issue 2017

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***IN THIS EDITION***

*Apollo Applauds  
Field Rep Winners*

*features*

***Bike Assemblers Work It,  
Awards, & Staying Connected***

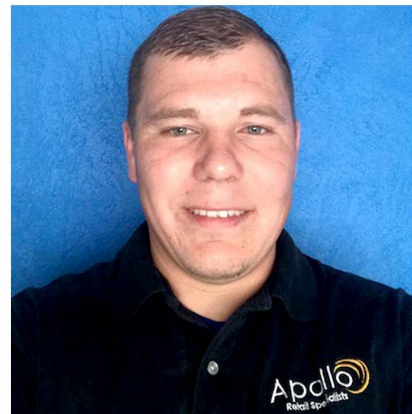
*plus*

***ADP Direct Deposit!***



## CERTIFICATE OF EXCELLENCE

This certificate is presented to



### **Bill Blakley & Dustin Hall**

District Managers for Service & Assembly

Bill and Dustin volunteered to lead Apollo's first opportunity to assemble, and anchor, all of the furniture in a new IKEA store. With very limited knowledge as to what to expect, they did a phenomenal job of organizing our team, quickly establishing workflows and identifying efficiencies. The IKEA management was extremely impressed with the professionalism, skill and positive motivation of our entire team. The Project Manager indicated that they will be adapting some of the workflows Bill and Dustin created in all stores going forward. Under their leadership, we were able to complete this job on time and with glowing feedback from all of the IKEA onsite leadership. Future opportunities with IKEA will certainly be attributable to these two DM's. Thanks to both of you for a job well done.

-- Shelly Daniels

for demonstration of superior performance, hard work and dedication.

C. Michael Sunderland  
President



A handwritten signature in black ink that reads "C. Michael Sunderland".

CAN I GET A  
WOOP!  
WOOP!

APPLAUSE, PLEASE!

**Glenn Yackel**

*"Glen was here for service and assembly 9/20. This was by far the best service visit we have ever received. Thank you for assigning and making him permanent for this store."*

**Dominic Vasquez**

*"Dominic Vasquez was selected as the Top Crew Member from all 7 providers, which is an exceptional honor."*

**Brian Link**

*"I received a call from one of your customers, Irene Stolz in Venice, on Monday and I wanted to let you know how pleased she was with your work. She wanted me to know how "Neat, articulate, courteous, & diligent" of a worker you are, High praise from a happy customer. Congratulations on a job very well done. Thank you for your hard work."*

**Robert Hatley**

*"...did an OUTSTANDING job with their furniture!"*

**Ron Wilbanks**

*"Just wanted to let you know this customer called me on my direct number this morning just to let me know how wonderful and what a great guy Ron Wilbanks is. He said the assembly went perfectly and that he would definitely use us for all of his future assemblies!"*

**Bill Blakley, Dustin Hall, & Fishers, Indiana Crew**

*"I have to admit that taking the totally new partner (who never did work for IKEA) for this quite complex task was a high risk from project side. Today, after the work your team performed, I have no doubt, we have taken the best decision - I have seen many professionals doing those tasks before and the quality/integrity of your team/work is among the highest I have seen. And, this is the first time you have done IKEA products assembly -impressive! "*

**Laurie Clark**

*"Valparaiso IN had it's challenges with fixture deliveries. Laurie stayed on site to wait for these deliveries and sacrificed sleep to ensure someone was on site to receive and unload these deliveries. [Store] completed on time and under budget. "*

CAN I GET A  
WOOP!  
WOOP!

APPLAUSE, PLEASE!

**Crystal Rhodes & Lakewood, OH Crew**

*"This team was, by far, the most professional and well-trained I have ever experienced and I would highly recommend CVS utilize them again whenever opportunities to do so exist... I was particularly impressed with Crystal, who was very attentive & flexible in dealing with me and my high expectations..."*

**William "Brad" Allen**

*"He is a great leader and has been wonderful to my staff and the CVS team. I have never heard him raise his voice...he is smart dependable and an asset to your team!"*

**Deb Lake, Tamara Langley, Nikki Langley & Crew**

*"...this team has been the best third party team we have had in the store they have been working on blocking and filling the shelves allowing our team to focus on the customers."*

**Tammy Warr**

*"She had a cookout for several Apollo teams working in the area... shout outs for going above and beyond company expectations."*

**Quinlan, TX Crew**

*"I want to say thank you for the crew we have here at store 4215. This is the best crew I have ever worked with, they did an outstanding job on this project. I have spoken very highly of this crew since they will be heading to Gilmer."*

**Tim Carpenter & Chicago, Norwood Park Ace Crew**

*"Jeremy Melnick and his team have been very complimentary of the work you and your team have completed and even mentioned that they wanted to have the same team come back next year when they renovate their Harlem/Foster location, that's a testament to the great job you and your team have done on this project - THANK YOU!!"*

**Burbank, CA REI Crew**

*"...many obstacles were overcome and [crew] helped to get the store open on the original date that it was scheduled with perseverance and the ability to adapt to permitting issues encountered"*


# Did you know?

You can easily make direct deposits with ADP?

## Adding Your Direct Deposit Information

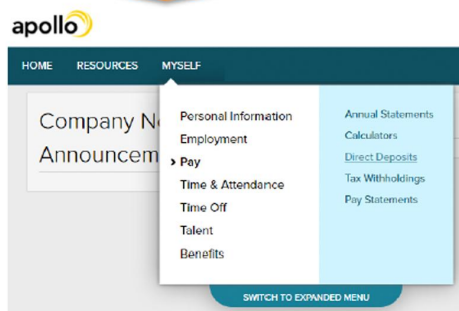
A 10-day waiting period (the prenotification or prenote period) will be required for your account. During prenote, you will continue to receive a live mailed paycheck. After prenote is completed, your direct deposit will be made automatically.

**NOTE: If you have an existing account listed, you will need to click the “Trash Icon” to delete the old account before adding a new account.**

CK1-Checking 1	Routing Number XXXXXXXXXX	Account Number XXXXXXXXXXXXXX	Amount to Deposit	Effective Date	
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1. Once you login, you will go to:  
- Myself > Pay > Direct Deposits

2. Click Add (+) to add a direct deposit



3. Select the type of account the direct deposit is for.

4. Specify the type of deposit (partial or full) as follows:

- To deposit your entire paycheck, select Full Net.

5. Enter the nine-digit Transit/ABA number that identifies your bank.

- Double-check this number to make sure that you entered it accurately.

6. Enter your bank account number.

- Double-check this number to make sure that you entered it accurately.

7. Read the ADP authorization agreement at the bottom of the page. Then click the Please Agree to the Following check box.

8. Click Done.

*Did you know?*

Our Service and Assembly Team is Rockin' It?

## Apollo Gets Assembly Test With Walmart

Our Service and Assembly team is ramping up with new work from Walmart and training many new assembly techs for bike assembly.

Keep up the great work everyone!



# Did you know?

## Apollo has an Awesome Glassdoor Page?

If you know of anyone that wants to apply for Apollo, have them checkout our glassdoor page. Our profile is now up-to-date with amazing pictures from our workplace and even a video giving potential employees a glimpse of what it's like working with us. Check it out on your next lunch break! Click the banner below...



## Earn \$\$\$ With Refer A Friend

If you refer a candidate that is hired by Apollo, you will be awarded a \$75 referral bonus

### *Rules to Refer a Friend*

- 1. Only our Field Employees are eligible for the program.*
  - 2. The Employee Referral form that follows must be received by Human Resources prior to the candidate being hired. HR must acknowledge the receipt of the referral form via email to your business email address.*
  - 3. The candidate must remain employed 90 days after their hire date, and have worked 100 hours in that 90 day period.*
  - 4. Candidate must be accident free in the first 90 days of employment.*
  - 5. If the candidate is referred by more than one employee, the date of the earliest referral form will be awarded the bonus.*
- Please use a separate form for each referral and send it in before your referral is hired. To speed up the process please direct your referral to apply online at <http://apolloretail.com/> Any questions please contact Kristin Merk at [Kristin.merk@apolloretail.com](mailto:Kristin.merk@apolloretail.com).*



## *Did you know?*

Apollo held a Field Reps Sweepstakes on Facebook? Field Reps had to take a picture in the field, make it public, and hashtag #fieldrep, #apolloretail #entertowin.

We had a lot of fun seeing everyone's pictures online!

Here are the winners:

Bryan Timberlake  
Sally Broaddus  
Amy Schmitt O'dell  
Kenny Kress  
Steve Hall



Be sure to check out [FurnitureAssembly.com](https://www.furnitureassembly.com) and like our [Facebook page](#) there. Apollo will hold more contests on that page as well for our field reps!



# STAY CONNECTED

FOLLOW US ONLINE



## Catch Us Online!

[www.apolloretail.com](http://www.apolloretail.com)

[www.facebook.com/apolloretailspecialists/](http://www.facebook.com/apolloretailspecialists/)

<https://www.instagram.com/apolloars/?hl=en>

<https://www.linkedin.com/company/apollo-retail>

<http://furnitureassembly.com/>

<https://www.facebook.com/furnitureassemblydotcom/>

## Helpful Information

IT Support

Phone: (855) 558-8776

Email: [helpdesk@apolloretail.com](mailto:helpdesk@apolloretail.com)

Payroll Support

Phone: (888) 738-1873

Email: [payrollsupport@apolloretail.com](mailto:payrollsupport@apolloretail.com)

HR Support

Phone: (877) 215-1996

Email: [hr@apolloretail.com](mailto:hr@apolloretail.com)

## Contact Us for Submissions!

Would you like to see your team's last project highlighted in the Newsletter? Have a recipe you'd like to share? Please feel free to email us with photos or submissions related to the below subjects:

- Photo of your team (both in action and as a group)
- Recently Engaged or Married? We'd love to share your announcement! Send in your engagement photo/marriage portrait along with the details!
- Celebrating the life of a new born? We'd love to announce a birth of a child/grandchild - send in a photo along with some details!
- Cherished Family Recipes
- Photos of your favorite pets

If you'd like to submit pictures, article recipes, or anything you'd like to see featured, please reach out to in Human Resources at [hr@apolloretail.com](mailto:hr@apolloretail.com)

# JOKER'S CORNER



Who won the skeleton beauty contest?

No body.

