



Contact:
Pete Velau, VP of Training
949-707-4200
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Finance Seminar Welcome

Thank you for choosing to advance your knowledge by participating in our Finance Service Training course. Below you will find details for your stay.

Class: Will be held at the SouthWest Dealer Services training center, 18 Bunsen, Irvine, CA 92618

A daily shuttle (8:00 am Departure) will bring you to and from class daily.

Class will run from 8:30 a.m., to 5:30 p.m. daily. Because a large amount of material will be covered in a relatively short time, it is imperative that you are on time each day. It is strongly advised to check in at your hotel the night prior to your class to avoid traffic or flight problems. If you will be using the hotel shuttle to and from the training center, make sure you inform the hotel upon arrival.

Payments: Must be received at SouthWest Dealer Services training center by the Friday prior to the start of class

Dress: Business attire (no blue jeans, shorts, t-shirts, etc.)

Hotel: Ayres Hotel (Laguna Hills) (949) 588-0131, \$139.00 per night (plus tax) for a single room, no parking charge. Tell them you are with SouthWest Dealer Services when making the reservation.

Note: Complimentary breakfast, internet access, and airport shuttle (7 a.m.-10 p.m. only) are also included in your hotel package.

If you have any other questions, please contact me at (949) 212-1568

We look forward to seeing you.

Yours truly,

Peter R. Velau

Southwest Dealer Services, Inc.

18 Bunsen, Irvine Ca 92618



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What to Bring

Forms:

- Blank retail installment and lease contract.
- A blank copy of each policy/contract for each product available.
- A brochure of each product available.
- Blank Agreement to Provide Insurance.
- Blank Purchase Order
- Factory Warranty book
- Previous 3 months F&I production numbers
- Payment (if applicable)

Service Department Data:

_____ How many total R/O's were done the previous month.

_____ How many Customer Pay (R/O's) were written the previous month.

_____ What is the average Customer Pay (R/O) ticket
(this needs to include Parts & Labor)

_____ What is your Door Rate (max labor) in the service department.

Calculator

Tape Recorder (optional, does come in handy)

A desire to have fun and work hard.