

# Missing Adjustment Procedure

You were missing tires on your adjustment pick up today. In order to create good habits and use as a training tool for your store, you are required to do the following:

1. At the end of each day print your Daily Adjustment Summary Report.
2. Check all tires to be sure they are present. Make corrections on the Summary Report.
3. Scan the report and send it to [kkiker@discounttire.com](mailto:kkiker@discounttire.com).
4. Complete every day until your next visit.
5. If there are no adjustments that day send in the blank report.
6. Failure to do this every day will result in AVP involvement.

This is to help your team understand that if adjustments are checked daily, the adjustment process will be much more manageable.

Thank you,

Adjustment Team

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Manager or Senior Signature