

Sub.: Prospect list and CIS Report.

All sales executives/managers shall maintain a backpack/laptop bag with the following items at all times (front desk executives may keep the same in their desk at site office).

1. A Ring binder with the following documents
 - a. prospect list generated from database. Date should be 7 days ahead of current date.
 - b. All active CIS sheets in the list should be printed and filed.
 - c. To each CIS sheet attach printed copies of all email correspondence.
 - d. Prospect list and CIS sheets to be updated on a daily basis.
2. 3 brochures each of their respective projects.
3. All projects flyer – 5 nos.
4. FAQs – 3 nos.
5. 10Q&A – 3 nos.
6. Availability list from database of their projects.
7. CIS form booklet & CDS form booklet

All executives shall ensure that the following is copied on to their desktops/notebook and a short cut is placed on their desktop for each item.

- a. Backup of documents in staff login page under heads of sales, promotions and CR (label folder as 'staff login backup'). Update the folder once a month.
- b. Videos of all sites (label folder as 'site videos').
- c. Circular 422 and 423 (latest versions)
- d. Copy of offline website not more than 30 days out of date. Copy of website can be collected from Sunil or Rajkumar regularly. Should be available offline on their laptops. Change browser setting.
- e. Latest PPT of all project PDF formats.

Executives / managers must be ready for spot check at all times. MD or his representative will regularly check for the above. In case of default a fine of Rs. 500/- will be levied.

Soham Modi