

Sub.: Brochures, children kit, etc., for sites.

To streamline the process of sending the brochures and other material to site the following shall be strictly followed.

1. Each site shall maintain 100 brochures of their project with plans. The brochure should additionally have a flyer of FAQs, 10 Q&A & all projects flyer. These brochures will be without pricelist. Do not fold the plans or pricelist. When the stock reaches 50 brochures send an email to Ramanan for additional 50 brochures.
2. Printouts of pricelist shall be sent within one working day from such a request by Ramanan to sites. Front desk executives shall be responsible for inserting the price list in the brochure.
3. Whenever prices change or price lists are out of date, new pricelist can be called for from HO and the pricelist in the brochures can be replaced by front desk executives.
4. 5 nos. brochures of all other site without pricelist but with the 3 flyers to be maintained at all sites at all times.
5. All sites to maintain 10 sets of children's kit as under. When stock falls to 5 nos. of any kit order must be placed to HO immediately.
 2. Kit I – age upto 4 years – boys – plastic cover with company logo + toy car + 2 lolipops.
 3. Kit II – age upto 4 years – girls – plastic cover with company logo + doll + 2 lolipops
 4. Kit III – age group 5 to 8 years – plastic cover with company logo + activity book 1+ crayon pack + 5 toffees.
 5. Kit IV - For children above 9 years and upto 12 years – comic book + 5 toffees.
1. Each site to maintain 20 packets of cookies costing Rs. 5/- each. They may be locally purchased from site petty cash. The cookies must be visibly kept in a basket in the front desk office or conference room. Site should also maintain 12 to 24 small cool drink bottles or tetra pack of juices at all times. Here too local purchase can be made.
2. Appropriate kit + cookie packet + cool drink / juice must be given to all children coming to site. Repeat customers should also be given these kits. Office boy / housekeeping / security must be trained to immediately bring a kit on seeing visitors with children at site.
3. All loose papers, flyers, brochures to be sent to HO. Destroy all old price lists.
4. Assistance of purchase division can be taken for delivery of brochures and other items to site. Attempt must be to send such items by 1 pm on the same day.

Soham Modi