

All Front Desk Executives,

Sub.: Clear books & Albums

Following clear books and albums have to be maintained at site:

1. 1st Clear book should have the following:
 - a. List of our competitors projects along with pricing
 - b. Brochure of our competitors projects
 - c. A brochure for all our projects – (just brochure without price list and other attachments).
2. 2nd second clear book of each site should have the following
 - a. News paper clips as on website – clear copies should be obtained from Roja.
 - b. Letters of confirmation:
 - A. On time payment discount letter
 - B. Compensation for delay in possession
 - C. Discount offer
 - D. Free registration charges offer
 - E. Free modular kitchen offer
 - F. Free furniture offer
 - c. List price of all our projects.
 - d. Availability status of your project.
3. Album of photographs:
 - a. Photographs must match photographs on website.
 - b. Two or three albums may be required.
 - c. Each page should have either landscape or portrait photograph and not both.

The clear books and album should be kept in the conference room for easy access.

Soham Modi.