

Sub.: Information for sales executives.

All sales executives and managers, especially new employees are required to read and understand the following list of documents:

1. Brochures of all projects (8 to 10) along with plans.
2. Price list of all projects.
3. FAQs flyer.
4. 10 Q&A flyer.
5. Circular no. 433(a) – draft letters for sales team.*
6. Circular no. 466(a) – draft letters for CR team.*
7. Circulars and internal memos of sales and CR, i.e., current circulars – 400 series and internal memos -914 series.*
8. Website: www.modiproperties.com – visit all pages. Important information on website:
 - a. Availability list.**
 - b. Payment details.**
 - c. Customer list.**
 - d. Photographs.**
 - e. News clips.**
 - f. Completed projects.**
9. Booking form and its terms and conditions given over leaf**
10. Agreement of sale – quick read to understand basic concept**
11. Draft 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*
12. Details of rank of armed forces.*
13. List of customer and their companies.*

Most of the above information is available on the website (marked as **).

Part of the information like circulars, company profile, etc., is on the staff login page (marked as *). of the website. Login: modiprop, password: mpipl.

Managers and executives should be familiar with the process of maintaining and updating the leads in the CIS database. Ensure that procedure for preparation of CIS & CDS sheets is properly understood. See internal memo no. 914/16/2. CIS database on desktop / laptop can be accessed at www.modiapps.net/modicrm/longin/php. CIS database on mobile can be accessed at www.modiapps.net/modimobilecrm/

Executives/managers are expected to network with their colleagues to ensure that they are up to date with information about our projects. Regular tests will be held to ensure that the entire sales and CR team are thorough with the above information.

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