 <p>F2 GLOBAL LOGISTICS LET'S MOVE. NOW.</p>	<h1 style="text-align: center;">Company Presentation and Sales Proposal</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		<p>Document Number:</p> <p style="text-align: center;">2P-GL-12.04</p>
<p>Department:</p> <p style="text-align: center;">Global - Sales</p>	<p>Effective Date:</p> <p style="text-align: center;">May 6, 2021</p>		<p>Revision No</p> <p style="text-align: center;">4</p>

Scope

This document covers the policies and procedures in conducting company presentation and submission of Sales Proposal to customers.

Ownership

The Business Development Manager and/or Sales Manager is responsible for ensuring that this document is cascaded to all concerned personnel and that it reflects actual practice.


Policies

1. Sales Proposal should be based on Budget Plan.
 - 1.1. Below 20% margin shall be subjected for review and approval by the Sales Manager/Area Manager and or VP/COO/President.
 - 1.2. Projects that involve renting warehouse, leasing or buying equipment and others shall undergo for the approval of Sales Manager/Area Manager and or VP/COO/President.
 - 2.1 Business Development Manager (BDM) shall determine all possible expenditures that will be incurred in the project if any.
3. Every account closed shall have the following:
 - Approved proposal from the client either through signed copy, email or phone communication, receiving PO from the client, receive an actual booking
 - Standard Operating Procedure (SOP), if any.

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4. All Company Presentation and Submitted Sales Proposal and other discussions held during the sales meeting should reflect on the CRM (Calendar-Description)

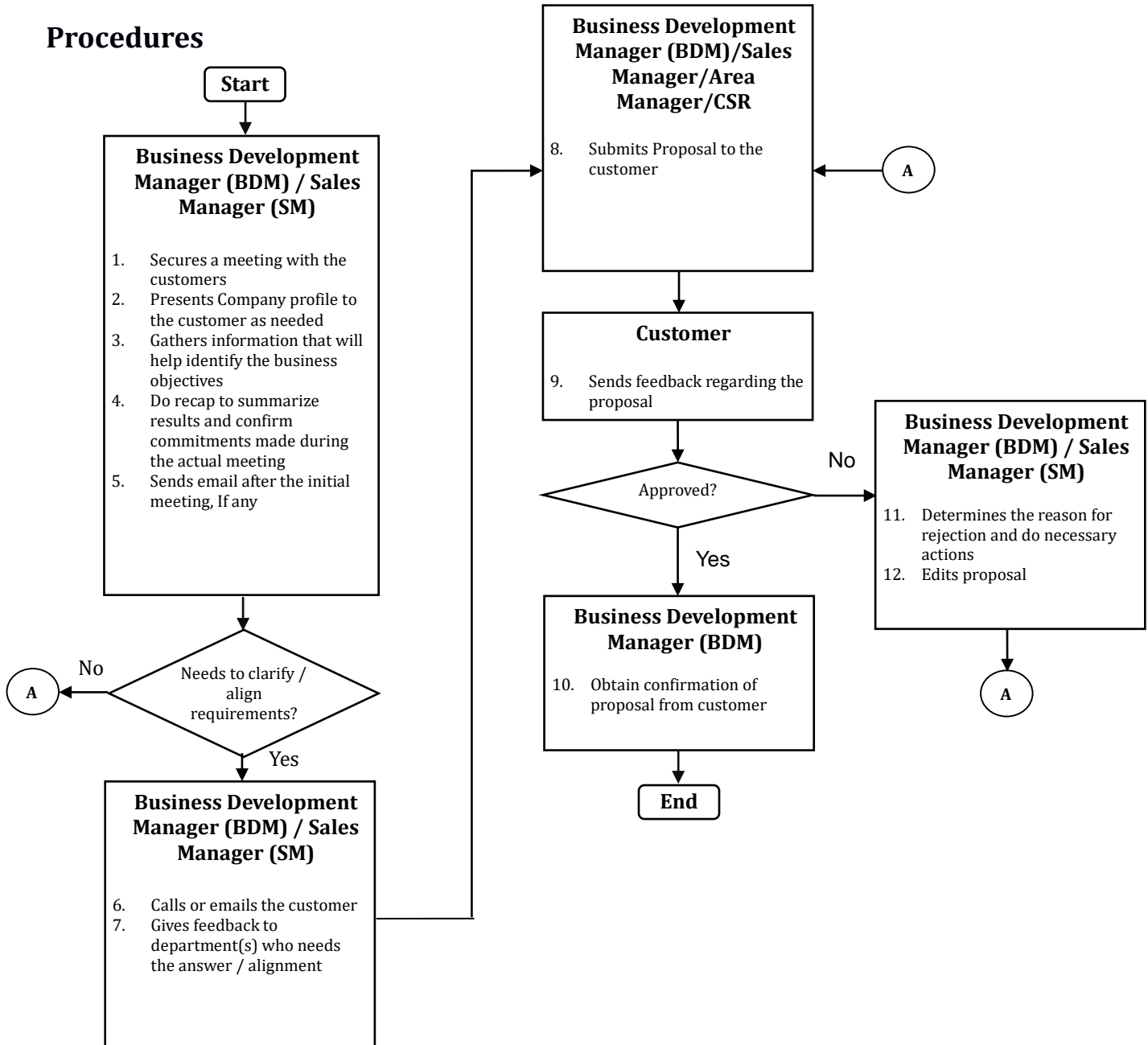
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Procedures



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