

	Sales Offer Policies and Procedures		Document Number: 2P-SAL-12.02
	Department: F2 Logistics Philippines Inc.- Sales	Effective Date: July 25, 2018	Revision No 1

Scope

Starts with collating of necessary information related to the project by consulting other business units and analyzing cost and ends with the submission of rates.

Objective

- To provides “best value” to the customer with economical rates that will gain the interest and trust of the customer to buy the services.
- To close more new business from new potential accounts or deep sell from existing accounts

Policies

1. Sales in- charge shall submit at least five (5) new rate proposals to potential customers or new lane through deep selling to existing customer per month.
2. Ensures that all sales offer or proposals that are not published rates shall be reviewed by Sales leader prior submission to the customer.
3. If Special Projects such as Heavy, Out of gauge, barge, counter offer, Sales in- charge shall coordinates to concerned department to discuss the scope of the project/ requirements and prepares cost analysis of requested rates (if needed).

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	<h1>Sales Offer</h1> <h2>Policies and Procedures</h2>		Document Number: 2P-SAL-12.02
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References/ Source (Any of the following):

- Email
- Sales Report
- CRM
- Customer Portfolio
- Sales Proposal


Definition/s:

- Sales proposal- is a written offer from sales-in-charge to a prospective customer. It contains rates and information required by the customer in relation to the shipment.
- Best Value- is defined as the most advantageous combination of cost, quality and sustainability to meet customer requirements.
- Deep sell – gaining new business opportunity from existing accounts.

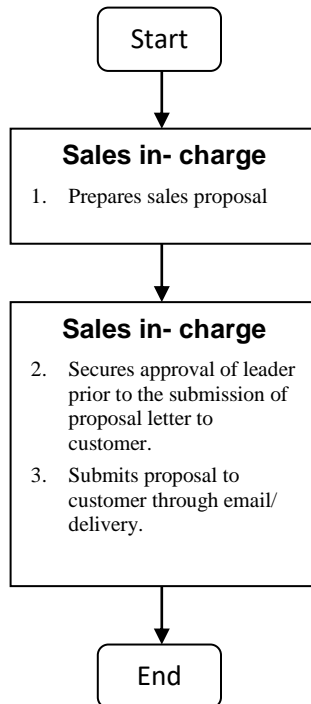
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Procedure



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