	<h1 style="text-align: center;">Closing of Sales</h1> <h2 style="text-align: center;">Policies and Procedures</h2>	Document Number: 2P-SAL-12.03
	Department: Sales	Effective Date: September 5, 2025
		Revision No 2

Scope

Start with discussing or explaining the sales proposal to the clients and be able to carefully handle and overcome objections from customer to be able to get approval and signature of the customer and end with asking shipments from customer.

Objective

To be able to get the approval of the customer to the proposal and secure his signature or conforme.

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.
- Deep sell – gaining new lanes and/or business opportunity from existing accounts.
- Regained account – account with no booking for 3 consecutive months and is willing to give shipments again on the fourth month.
- New Customer – 1.) customer who makes their first booking with F2

2.) customer that was lost for 9 consecutive months and is willing to give shipments again

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Policies

1. Sales In-charge shall acquire at least (3) three new businesses per month. This may either be in the form of
 - New Customer
 - Regained account
 - **Deepsell Account**
2. Sales In-charge shall secure signed proposal or agreed contract from customer.
3. Sales In-charge shall provide customer Credit Application Form (CAF) for their request of credit terms and shall secure accreditation requirements for endorsement to Finance In-charge to secure approval from the Chairman, President & CEO.
4. Sales In-charge secures approval of **Chairman, President & CEO and/or EVP & COO** for clients without approved Credit Application Form (CAF), to proceed with the movement of cargoes.

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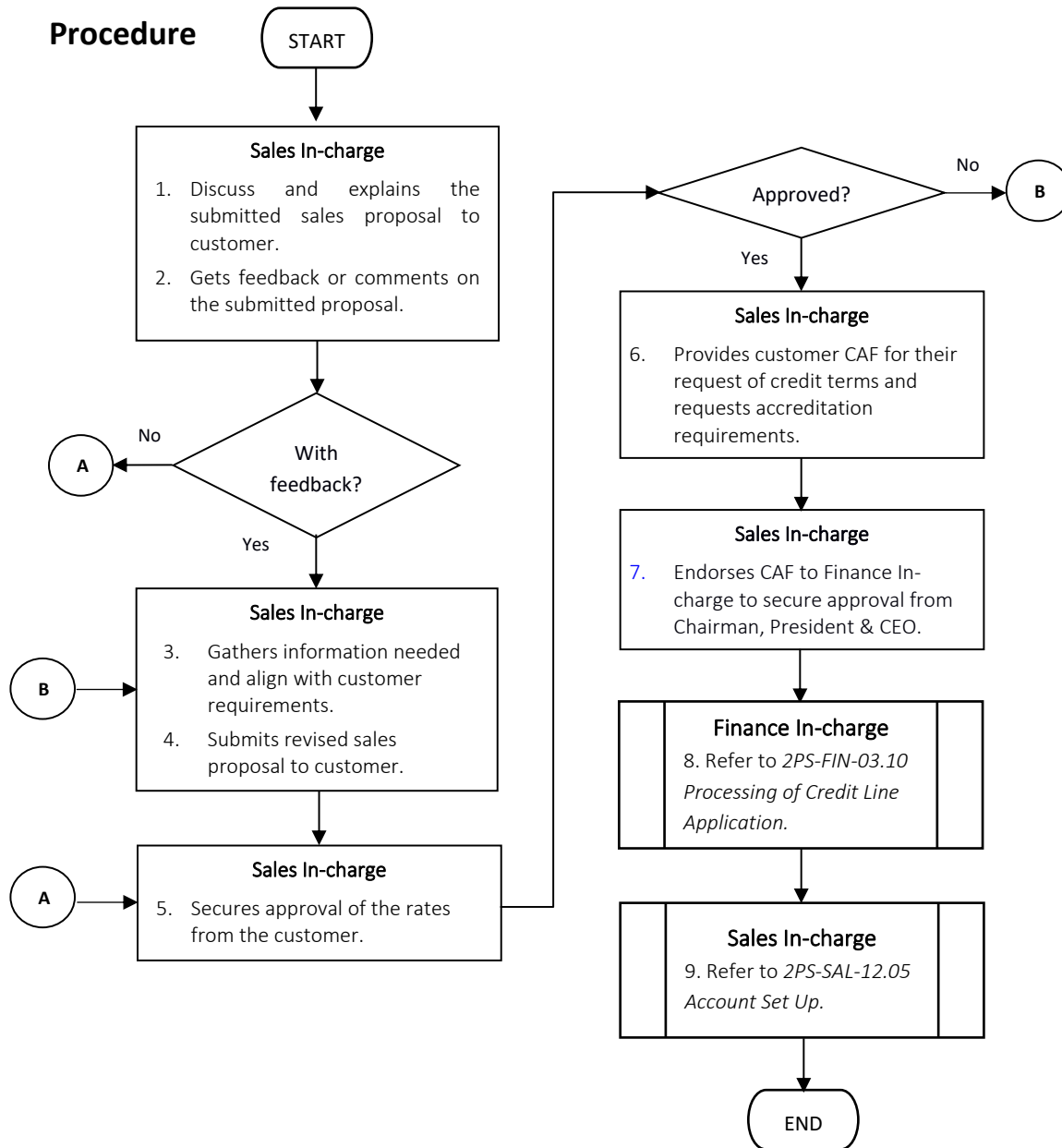
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Procedure



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