LONDONIST SALES DEPARTMENT – LEAD CHECKING WORKFLOW

LEAD ASSIGNMENT 1

SENIOR SALES EXECUTIVES

- 30 Minutes twice Per day
- 30 Leads to assign per session

- Check Lead email for potential Leads

LEAD ACTION CHECK 2

SENIOR SALES EXECUTIVES

- Minimum 40 Leads to check each day

- Check for Follow up
- Check for Pipeline
- Check for Status
- Check for Source
- Check for Personal Information
- Check for Tasks

QUOTE CHECK 3

SENIOR SALES EXECUTIVES

- 20 quotes check per day

- Correctness of quote
- Expected location
- Duration vs Rate
- Discounts

INVOICE CHECK 4

SENIOR SALES EXECUTIVES

- Every invoices to be checked on the daily basis

- Status of Invoice
- AY wise Splits of Invoice
- Discount Check
- Weekly rate Check
- Instalment date Check

PLACEMENT CHECK 5

SENIOR SALES EXECUTIVES

- Every Wednesday 2.5 hours
- Check for all invoices placed
- Check or unplaced invoiced
- Placement Optimisation