Sales Process

1 Inquiries & Sales Pipeline

2 Estimation

3 Quotation & Contracts

4 Execution & Operations

5 Invoicing & collection

Job Inquiries

1 Receive & record Inquiries

2 Respond & Contact Customer

3 Site Inspection and Measurment

4 Submit Details for Estimation

Job Estimation

1 Receive Details of Inquiries

2 Prepare Material Requirement (BOQ)

3 Prepare Resources & Manpower Requirement (BOR)

4 Check Materials available in stock

5 Get quote for Material out of stock

6 Check Manpower calender and resources availability

7 Prepare Draft schedule for Execution

8 Complete Estimation with Price with scope of negotiation

Quotation & Contracts

1 Prepare Quotations & Manage approval & Sales contracts

2 Send Initial quotation to customer

3 Negotiate & finalise the Quotation with customer

4 Prepare Sales contract & get approval from customer

5 Intimate Execution Department with Scope & Details of Contract to Plan execution

6 Followup for Quotation Pending approval from customer

Job Execution

1 Get detailed Scope of work from quotation with Budget constraints

2 Prepare Time schedule for Resources and Material Delivery

3 Deliver Material at site from warehouse or suppliers

4 Start the Job update the start date

5 Update a Daily Status Report

6 Receive & record change request in material of resources from execution team

7 Receive change or Additional Job request from customer

8 Follow up each milestone and get customer approval

9 Intimate Accounts to Send Progressive Invoice to Customer as per Contract alongwith change requests

10 Complete the Job , Handover to customer and get completion approval from Customer.

11 Intimate Accounts to send Final Invoice to customer alongwith additonal cost of change

Invoicing & collection

1 Receive Progessive completion report

2 Prepare & send Progressive Invoice with cost of changes if any

3 Follow up and collect progessive Payments

4 Receive Final completion report

5 Prepare & send Final Invoice with additional cost of changes

6 Follow up and collect Final Invoice Payment.