

**MEMO 2019-01**

TO : PROMODIZERS & CS PERSONNEL  
 FROM : MANAGEMENT  
 RE : PROMODIZERS TO DO SALES FOR PROVINCIAL DEALERS  
 DATE : March 1, 2019

Management shall select promodizers that will be going out to some dealers and hardware stores to cater prospected provincial customers.

**1. QUALIFICATIONS:**

- Should be presently assigned in major provincial cities.
- Average Wilcon sales per month should be PHP 50,000.00 and above.
- Dedicated, hardworking and is willing to give their best to bring a positive outcome on the task assigned.
- To maintain status, the promodizer shall be given 2 months upon start and should have maintained at least an additional PHP 30,000.00 sales on top of his sales in a depot.

**2. RESPONSIBILITIES:**

- Shall visit and offer Fumaco products (based on product portfolio) to dealers or hardware stores once a week for a month's trial.
- Shall be required to declare itineraries via text or call, a day before the scheduled date of client visit. Should update, give feedback or report to Fumaco c/o Angeline after the scheduled itinerary.
- Be required to submit properly filled-out Client Information Form for every client visited. This includes company name, contact person, contact numbers, etc.
- Shall immediately inform Fumaco - Angeline, regarding inquiries, orders and other transactions or negotiations made with customers.
- Should take pictures of clients' store façade.
- All clients requesting for terms should provide Bank Authorization Letter and properly filled out CI Sheet for supplier credit standing and bank account investigation. Approval of terms shall be based on the result of the CI. Approved terms will always be in PDC checks.

**3. ALLOWANCES:**

Selected promodizers shall receive Php 1500.00 per month to pay for the cost of expenditures like transportation, meal allowances and cell phone load. Expenses shall not go beyond allotted amount.

- Liquidation should be conducted every month, during Wilcon office days.
- The company reserves the right to refuse liquidation and penalize unofficial use of money. Rejected liquidation shall be charged to the promodizers.
- Limits to the allowances shall include:
  - P300 – for the load
  - P70 – for lunch meals.

chi 3/2

Sf 3/2/19

JF 3/2/19  
Liqui 3/2

ME 3/2/19

Fey

F. Mangalabnon  
RAYMOND STEVENES RE

R. ARAT

F. CAMIA

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H. ALARAZ

#### **4. INCENTIVES:**

- a. Incentive shall be computed monthly from total sales, same as Wilcon's half percent excluding VAT.
- b. Incentives shall be released if all check payments have been cleared by the bank.
- c. Lesser incentive will be given if additional discounts or special prices are provided to client.

#### **5. DELIVERY OF GOODS**

- a. Delivery of goods shall commence upon approval of the requested terms of payment. For cash transactions, delivery to proceed immediately.
- b. Products ordered by customers, if available, shall be scheduled for delivery at the soonest possible time.
- c. In case of bulk quantities, delivery lead time shall be advised to customer.
- d. All deliveries shall be paid by client according to PDC check term as approved by Fumaco. Otherwise, cash payment shall apply.

This is for your guidance and strict compliance.

Noted by:

  
**FREDERICK CHUA**  
*Director for Operations*