

To: Sales Team  
 From: Marketing Team  
 Re: **September 2023 Pay Day SALE**  
 Date: September 11, 2023  
 CC: CBB, SC, HR, ACCTG, MIS, AUDIT

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Good News! **Pay Day** is coming! To take advantage of this, we will be offering a PAYDAY SALE on selected dates in September. Let's seize this chance to empower more women!

Please share the good news with our clients, family & friends.

**WHAT:** Pay Day SALE  
**WHEN:** September 15 - 17; 28 - 30, 2023  
**WHERE:** All Sophia Jewellery Outlets  
**WHO CAN JOIN THE PROMO:** All clients Mindanao-wide  
**HOW:**

**A. Mechanics:**

- Customers can avail a 35% discount on all gold & diamond jewelry except consignment, made to order items, rematado, and forever sale items.
- Promo is open to the following transactions:

Cash <input checked="" type="checkbox"/>	G-cash <input checked="" type="checkbox"/>	HC Pay <input checked="" type="checkbox"/>
Debit Card <input checked="" type="checkbox"/>	G-gives <input checked="" type="checkbox"/>	Hulug-Hulugan <input type="checkbox"/>
Credit Card (straight) <input checked="" type="checkbox"/>	G-Paybills <input checked="" type="checkbox"/>	
	Maya <input checked="" type="checkbox"/>	

- Additional discounts can no longer be given on top of this. Since this is overlapping with the Festival sale and other institutionalized discounts, only one promo code shall be applied during the promo period.
- Promo will run at all Sophia Jewellery outlets.
- Place promo code **#23PS** on the remarks tab.

**B. Awareness:**

- Promotional Collaterals** – On September 15 -17 and September 28-30, Pay Day Sale posters will be displayed in all stores. (except for ZKC and IGC outlet)



**2. Text Brigade** – Text blast brigade via CRM and EC will be sent to the clients.

“Hard work does pay off! This payday, give yourself a wonderful treat. Hurry over to Sophia Jewellery and go get that jewelry you've been eyeing for on our 3-Day Payday Sale from September 15- 17. Take advantage of the special discount! Visit us NOW!”

**Note: Please revise the dates since we'll be having 2 separate activity dates**

**3. Intercept** – EC will intercept clients using the SALE sintraboard and can use this introductory spiel for reference. *“Good day Ma’am Sir, welcome to Sophia Jewellery! Meron po kaming Pay Day SALE ngayon. Makaka avail po kayo ng special discount sa mga items namin. 3 days lang po ito mam/sir kaya take advantage na po. Deserve nyo po regaluhan ang sarili nyo from your salary.” (then offer items)*

**4. Social media Ads/Posting** – The Marketing team shall schedule FB posting/ads/my story, Viber and Instagram posting as an additional online awareness.

In line with this, we are also expecting to receive the following from you:

- a. As a reference of documentation, photos of the store with the poster must be sent via email to M’Merce at [sophia.mtfrancisco@gmail.com](mailto:sophia.mtfrancisco@gmail.com) and cc [sophia.veloso@gmail.com](mailto:sophia.veloso@gmail.com) and [sophia.ddespiritu@gmail.com](mailto:sophia.ddespiritu@gmail.com) on September 16, 2023 (for September 15-17) & September 28, 2023 (for September 28- 30).
- b. A debriefing will be done by M’ Mylene on October 2, 2023.

For any concerns and feedback regarding the promotion, please feel free to contact M’ Colleen Veloso from the Marketing team at 0917-795-7460.

For your information and guidance.

Thank you!

  
Darlyn D. Espiritu  
Marketing Director