

To: IBS Team Leader and SIC
From: Marketing Team
Re: **Sophia Jewellery and Telco Partnership**
Date: June 24, 2022
CC: CBB, SC, HR, ACCTG, MIS, AUDIT

Greetings!

We are excited to inform you that we had a collaboration activity with the different TELCO dealers located in Centro to build awareness in our IBS branch and improve their transaction. With this tie-up activity, we will be able to reach and tap our clients who are in Centro to visit IBS store.

Please be guided on the mechanics:

- 1. Clients who will present a Sophia Gift Voucher (with Telco partnership) at IBS branch, can avail an additional 5% discount on all regular items except rematado, consignment and made to order.
 - a. Sample Voucher



- 2. Only clients with minimum purchase of 5,000php and above can avail the 5% discount.
- 3. Voucher is VALID in conjunction with other promos. If we have an ongoing promotion, the client may still avail an additional 5% discount on top of the 35% promo discount.
- 4. Discount is applicable in Cash and Credit Card Transactions (Straight payment only).
- 5. Voucher is applicable for Hulug-hulugan Savings (Full payment only).
- 6. No additional discounts should be given on top of this.
- 7. **The voucher can be used until July 31, 2022.**
- 8. Only one voucher per transaction is allowed.

II. Monitoring of Vouchers

- 1. EC's should filled-up the IBS monitoring sheet forwarded for every transaction with redeemed voucher.

IBS VOUCHER MONITORING SHEET					
DATE PURCHASED AT SOPHIA JEWELLERY	VOUCHER CODE	CLIENTS NAME	CELLPHONE NUMBER	CLIENTS' SIGNATURE	RELEASED BY (EC)

- 3. EC's should email a photo of the monitoring sheet to the Mktg team every Friday and forward it to M'Colleen at sophia.cmveloso@gmail.com, and cc M'Darlyn at sophia.ddespiritu@gmail.com.
- 4. Make sure to attach the received voucher on the invoice copy that will be forwarded to the accounting department.
- 5. For auditing purpose, include voucher code in the Official Receipt, and enter the code #IBSTP in the system. We will use the same procedure for redeeming vouchers.

For any clarifications and concerns, please feel free to contact M' Colleen Veloso from marketing team at 0917-795-7460.

Thank you.


Darlyn D. Espiritu
Marketing Director

