

To: Sales Team

From: Marketing Team

Re: **Easter Egg-citing Hunt Story with Sophia**

Date: April 4, 2023

CC: CBB, SC, HR, ACCTG, MIS, AUDIT

Greetings from the Marketing Department!

As part of our commitment to support Sales team in developing positive relationships with our partnered malls, we are pleased to inform you that we will be participating in the mall’s Easter Sunday Egg Hunting activity on April 9, 2023.

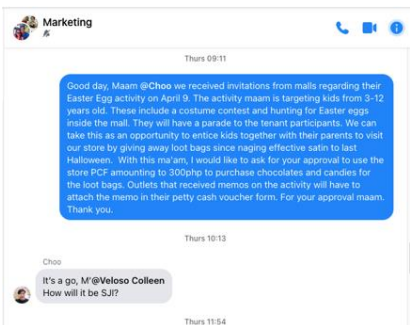
The kids who will be joining in the mall’s activities will have a tour of the participating tenants. As part of our support, we will provide loot bags filled with candies & chocolates (Egg – shaped candy/ chocolate) for the kids. During their visit to the store, you can take photos using the client’s (parents) phone and ask them to post them on social media and tag Sophia Jewellery with the hashtag #EggcitinghuntstorywithSophia.

The budget for this will be taken from the Store’s PCF amounting to Php300.00.

With this, EC/SIC’s should attach the official receipts, a mall memorandum about the Easter Sunday Egg Hunting Activity and a note about the expense to the petty cash voucher that will be forwarded to Finance as part of the replenishment process.

As a reference of documentation, photos gathered during the activity must be sent to M'Mylene Pagulayan at marketingadmin@sophiajewellery.com, cc sophia.cmveloso@gmail.com, and sophia.ddespiritu@gmail.com on April 9, 2023.

For your reference on the approval to use petty cash voucher.



Thank you.


Darlyn D. Espiritu
Marketing Director