Memorandum: MKTG0324-0400

To: Sales Team

From: Marketing Team

Re: 2024 SJI Calendar

Date: March 4, 2024

CC: SC, HR, ACCTG, MIS, AUDIT

## Good news!

Exciting news! In response to numerous client requests, the calendar giveaways are making a comeback. While it's slightly delayed, we're determined to provide this freebie to our clients as an additional gift for the month, in honor of Women's Month celebrations.

Please see the details below and share the good news to our dear clients, family and friends:

WHAT: 2024 SJI Calendar

WHEN: March 6, 2024 until supply last

WHERE: All Sophia Jewellery outlets, FB Live

## HOW:

## A. Mechanics

i. Please refer to the following mechanics of distribution of FREEBIES to our clients:

Below 10,000 2024 Calendar	SOPHIA 3

ii. The distribution of the 2024 Sophia Jewellery Honor Your Story Journal will continue until supplies last.

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

a. As a reference of documentation, photos of clients receiving the new calendar must be send to Ma'am Merce at  $\underline{\mathsf{mtfrancisco@gmail.com}}$  cc M'Colleen at sophia.cmveloso@gmail.com and sophia.ddespiritu@gmail.com .

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

Thank you.

Darlyn D. Espiritu Marketing Director