

To: Sales Team
From: Marketing Team
Re: **FB Live Gift Voucher Guidelines**
Date: May 16, 2022
CC: CBB, SC, HR, ACCTG, MIS, AUDIT

Greetings!

Please be informed of the following guidelines for our clients who intend to redeem their Gift Vouchers received through Facebook Live selling effective on May 13, 2022;

1. Clients who received a Gift Voucher from our FB live selling activity can now use it in conjunction with the current promotion.
2. The client must purchase a minimum of P5,000 to qualify for the P500 voucher discount.
2. The Gift Voucher is redeemable for cash or Hulug-Hulugan full payment transaction.
3. The Gift Voucher can only be used on regular items. Rematado, overage item and made to orders are not included.
4. The Gift Voucher is valid at any Sophia Jewellery store or on Sophia Jewellery Website.
5. Each transaction is limited to one voucher.
6. The Gift Voucher is non-convertible to cash.
7. Input the additional ₱500 discount on the discount tab and place “FB Live Voucher” in the remarks with the voucher code.



8. Please note that the voucher code should include the letters FBL (pls refer to the sample above) to indicate that the vouchers were given and exclusive only via Facebook live selling activity.
9. For auditing purpose, include voucher code in the Official Receipt.

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

