**Individual KPIs Report**

Sales Name :

Month/ Year :

Working days :

From date to date :

|  |  |  |
| --- | --- | --- |
|  | Call KPIs per month | Email KPIs per a working day |
| Standard KPIs | 100 | 30 |
| Actual KPIs |  |  |

This report is to notify that sales person has not fulfilled monthly KPIs requirement:

* Call
* Email
* Call + Email

This amount of Call KPIs shall be owed by the above person to the Company, the company shall reserve the right to deduct any future commission, bonus or last month salary to this KPIs following calculation

01 call KPI = (Basic Monthly Salary) / 100

KPIs examined by Quality Control Executive

Name

Job-title

Date

Regards



Tommy Nguyen

Project Manager