

Dated: 13 Dec 2022

Work guidelines for sales team:

1. Every salesperson is responsible for generation of leads / queries from online / offline sources, converting the leads and increase customer engagement.
2. Every salesperson is required to review their own sales performance, to meet and exceed targets.
3. Every salesperson must report daily via prescribed format to his respective sales head and failure to report will be counted as an unplanned leave.
5. Every salesperson who does not adhere to the company's policy will be terminated immediately without any further notice.
6. Every salesperson should visit any individual travel agency once per month unless specifically asked by the company / sales head.
7. Every salesperson must be accountable for 8 hours of work daily and respective should be reported to respective sales head.
8. Any planned leave should be notified in advance to their respective sales head.

Yours sincerely,
for FareFix Solutions Pvt Ltd