



SPICK & SPAN

Business Development Department

Registered Office: No.27/9, Eswar Apartment, 1st Floor, 2nd Street, Kumaran Colony, Saidapet Chennai – 600015, Tamil Nadu

Corporate Office: Desk No: F3, 2nd Floor, Plot No.27, KH Mustatil, Uggarsain Park, Dichaon Rd Najafgarh-110043, New Delhi

Contact Number: 9884383331 | 9791113503 | **Reg off:** 044 - 2381 0071 | **Corp off:** 011 6931 1821

Website: www.spickandspan.org.in | **E mail:** info@spickandspan.org.in

Business Development Correspondent

Company Work Guidelines- Work Responsibility

I. Work Location & Targets

- **Work Location:** You may work anywhere within the designated state and district.
- **Monthly Target:** You must meet a minimum of **50 clients per month**.
- **New Orders:** It is mandatory to secure orders from a minimum of **three new companies per month**.
- **Working Hours:** While you do not have set working hours, you are expected to manage your time and work at your own pace to meet targets.

II. Client Interaction & Reporting

- **Client Information:** The company will provide you with the necessary client information for your meetings.
- **Preparation:** When meeting clients, you must carry your **company ID card, wear the company uniform, and have a company brochure**. You are not permitted to conduct visits without this company information.
- **Appearance:** When meeting clients, you must maintain a very neat uniform and professional appearance.
- **Client Explanation:** You must clearly explain to the client the company's background, the quality of its services, and the service delivery process.
- **Daily Follow-up:** You should send a daily follow-up via WhatsApp and email to the clients you are scheduled to meet, sharing all relevant company information.
- **Weekly Reporting:** You must report to the company once a week, detailing the clients you meet each day.

III. Compliance & Conduct

- **Following Instructions:**
 - All work must be executed strictly according to the company's instructions.
 - You are not to use your own initiative, but rather follow the precise methods demonstrated by the company.
 - You must strictly adhere to all information and regulations provided by the company.
- **Professional Conduct:** Your conduct toward clients must always be professional and in a manner that does not bring disrepute to the company.
- **Confidentiality:** Confidential company information must **never** be shared with other external companies.
- **Company Materials:** Company-provided materials must be used strictly for operational needs and should never be wasted or used for personal calculations.

IV. Identifying New Opportunities

- **Proactive Search:** You must proactively identify needy and eligible companies and systematically inform them about the agency's services.
- **Reporting Leads:** If you identify any companies during your trips that may require our services, you must inform the company.

V. Training & Compensation

- **Training:** You will be given complete information about the company today. Within one week of joining, you will be provided with comprehensive training on the company and its services.
- **Commission Payment:** Your commission amount will be paid **one month after the client's order is secured**.

Covered Cities: Agra ♦ Ahmedabad ♦ Amaravati ♦ Amritsar ♦ Asansol ♦ Aurangabad ♦ Bagalkote ♦ Bangalore ♦ Bhopal ♦ Bhubaneswar ♦ Chennai ♦ Coimbatore ♦ Dehradun ♦ Dhanbad ♦ Faridabad ♦ Ghaziabad ♦ Guwahati ♦ Gwalior ♦ Howrah ♦ Hyderabad ♦ Indore ♦ Jabalpur ♦ Jaipur ♦ Jodhpur ♦ Kalyan-Dombivali ♦ Kanpur ♦ Karnal ♦ Kochi ♦ Kolkata ♦ Kota ♦ Lucknow ♦ Ludhiana ♦ Madurai ♦ Manali ♦ Mangalore ♦ Meerut ♦ Mumbai ♦ Nagpur ♦ Nashik ♦ Navi Mumbai ♦ New Delhi ♦ Noida ♦ Patiala ♦ Patna ♦ Pimpri-Chinchwad ♦ Pondicherry ♦ Prayagraj ♦ Pune ♦ Raipur ♦ Rajkot ♦ Ranchi ♦ Shimla ♦ Siliguri ♦ Srinagar ♦ Surat ♦ Thane ♦ Thiruvananthapuram ♦ Thrissur ♦ Trichy ♦ Vadodara ♦ Varanasi ♦ Vijayawada ♦ Visakhapatnam ♦ Warangal