londonist
DMC

Sr. NO	Daily Tasks to Remember for the Sales Agents
1	WhatsApp Check
2	Email Check All Mentions, Tags, Renquiries etc
3	Story Updates, All Offers, Check in Time
4	Go Through all New Leads
5	Verbaflo Leads check
6	Write down all tasks with deadline (For Example: Extension List, Connections)
7	Check for All Deposit Pending
8	Update Pipeline on all the Leads
9	Name Should be Correct & in Correct Format
10	All Invoices should have Signed Contract
11	All Profiles with Invoice should have Student Letter and Passport
12	Booking Platform and Agency Leads should be actioned for No More than 30 Minutes
13	No Missed Tasks
14	No Missed Leads
15	Collect all Operation task at Once and should be shared at once and wait patiently until its done, please allow few hours for update from operations
16	Quotes Should Not be in Draft State
17	New Leads Not connected Needs to be followed up on daily basis
18	Every quote should be sent according to the preference by checking through Google Maps and Budget, Unless it's a sample quote
19	Write Down Check in and Checkout dates for all Next Ay Residences as some have last dates in June, Those options needs to be sent even if the enquiry if for longer period.
20	All Profile should have Monthly Tags
21	Short Term Next Ay Tag Short Term 25/26
22	Cancellation Tags should be accurate
23	To Book the Enquiries for a Month for Next Ay Make sure to check room availability and send options which have checkouts on the same day of the required check-ins or max a 1-week gap
24	Inform Operations About Last-Minute Check in, Last Minute Checkout
25	Tags for IVY HALL for any potential leads are must, low budget, location preference close to IVY Hall
26	Weekly Checking of Leads is Must by the agents of their own
27	Potential Needs to be Updates within 1st Hour of Starting Work
28	Minimum 60 calls a day
29	Notes Need to be updated on all profile, With Budget, Location and Dates, Duration
30	Viewing Request to be Updated in Correct Format in the CRM and on WhatsApp as well
31	All Cancellations Needs to be announced on the group
32	Ask For reviews From All the Students
33	Add Tags for the Offers on all the invoices
34	Placement Check in Every 2 Days to Avoid Overbooking
35	No Holding of the rooms any more for Cancellations
36	Send the Customer support Issues with the Ticketing System