

WORK PRODUCT SPECIFICATIONS

1. Sales Documentation & Reports

1.1 Daily Activity Reports

- Prospect interaction logs
- Meeting summaries
- Call records with timestamps
- Follow-up actions taken
- Pipeline status updates

1.2 Weekly Reports

Must include:

- New leads generated
- Conversion metrics
- Revenue forecasts
- Active negotiations status
- Upcoming opportunities
- Resource requirements

1.3 Monthly Performance Analytics

- Conversion rates
- Revenue generated
- Client retention metrics
- Market segment analysis
- Competitive intelligence reports

2. Client-Related Documentation

2.1 Prospect Profiles

Must contain:

- Business name and registration details
- Transaction volume projections
- Technical integration requirements
- Decision-maker information
- Risk assessment summary
- Potential revenue calculations

2.2 Onboarding Documentation

Required elements:

- KYC documentation
- Integration specifications
- Service level agreements
- Pricing agreements
- Technical requirement documents
- Compliance checklists

3. Strategic Materials

3.1 Sales Presentations

Must include:

- Monieswitch value proposition
- Product feature highlights
- Pricing models
- Integration processes
- Case studies
- ROI calculations

3.2 Proposal Documents

Required components:

- Executive summary
- Solution architecture
- Implementation timeline
- Cost breakdown
- Terms and conditions
- Service level commitments

4. Market Intelligence

4.1 Competitor Analysis

- Product comparisons
- Pricing strategies
- Market positioning
- SWOT analysis
- Customer feedback

4.2 Market Research

- Industry trends
- Market opportunities
- Customer pain points
- Regulatory updates
- Technology advancement impacts

5. Process Documentation

5.1 Sales Methodologies

- Lead qualification criteria
- Negotiation frameworks
- Closing strategies
- Follow-up protocols
- Account management plans

5.2 Best Practices

- Client communication templates
- Meeting agendas
- Presentation formats
- Proposal structures
- Follow-up schedules

6. Quality Standards

All work products must:

- a) Follow Monieswitch branding guidelines
- b) Be professionally formatted
- c) Include version control
- d) Be submitted within specified deadlines
- e) Pass compliance review
- f) Be stored in designated systems

7. Delivery Requirements

7.1 Format Specifications

- Documents in PDF/DOCX format
- Presentations in PPTX format
- Reports in specified templates

- Data in structured formats (CSV/XLS)

7.2 Storage and Access

- All materials stored in company CRM
- Backed up in designated cloud storage
- Accessible to authorized personnel
- Version controlled with change logs

8. Intellectual Property Notice

All work products created under this specification:

- a) Remain exclusive property of Monieswitch
- b) Must include appropriate confidentiality notices
- c) Cannot be shared without authorization
- d) Must be surrendered upon termination

9. Compliance Requirements

All work products must comply with:

- a) Nigerian financial regulations
- b) Data protection laws
- c) Industry standards
- d) Company policies
- e) Client confidentiality agreements

10. Review and Approval Process

All major work products require:

- a) Peer review
- b) Manager approval
- c) Compliance check
- d) Quality assurance verification
- e) Final documentation sign-off

By signing below, the Business Development Executive acknowledges understanding of and commitment to these work product specifications.

Business Development Executive:

Signature: _____

Name: _____

Date: _____

For Monieswitch:

Signature: _____

Name: _____

Title: _____

Date: _____