

## Request for Client / Prospect In House Demo Meal Purchase

One of the great benefits for our sales team is the significant investment that has been made in our demonstration areas for each office. There is no better way or place to show our prospective clients all we can do for them as well as build their confidence in MCC. Many have already taken full advantage of the benefits of bringing people in house for a “Technology Fieldtrip” resulting in fantastic sales.

To create yet another reason for a prospect to come to MCC, we will provide them lunch. It’s simple, it’s easy, it’s effective, AND it generates sales! Managers, please coach your sales teams on the benefits and make certain their initial requests are sent to you for approval and validation of opportunity prior to submitting the attached requests to me.

Please ensure the following guidelines are used when requesting meals for prospective clients:

- 48 hours advance notification by Manager is required
- Sign & submit Request Form (Attachment) 48 hours in advance for approval
- Only two (2) MCC employees will be allowed to participate in the free lunch. If more than (2) employees are needed for demo purposes, prior approval is required and will be based on the qualified opportunity
- There will be no paid lunches for MCC vendors. Vendors of MCC should be paying for any and all lunch arrangements as we are their customer
- Food and drinks must be set up along the serving counter in the MCCU. (MEM-Hope will help with set up)
- Food should be eaten at the designated tables in the MCCU. (MEM)
- No food allowed in the theater. (MEM)
- Food will be cleaned up and put away the same day. Left-over food will be stored in the locked refrigerator. Hope will handle this. (MEM)
- Management will be informed via email when extra food is available to use as a “Working Lunch” and/or “Lunch and Learn” training session for employees the following day.



Request for In-House Demo Meal Purchase

**\* Requests must be made 2 days in advance of In-House Demonstration\***

Date & Time of Demo \_\_\_\_\_ Today's Date \_\_\_\_\_

Lead Sales Representative \_\_\_\_\_

Location \_\_\_\_\_

Company Name \_\_\_\_\_

Number of Guests \_\_\_\_\_

Names & Titles of Guests \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names and roles of MCC employee participants 1) \_\_\_\_\_

2) \_\_\_\_\_

Primary Interest (system) \_\_\_\_\_

Date Proposed \_\_\_\_\_

Expected Close Date \_\_\_\_\_

Value of Opportunity \$ \_\_\_\_\_

Method of Payment \_\_\_\_\_

Total cost \$ \_\_\_\_\_

Manager Approval: \_\_\_\_\_ Manager Remarks: \_\_\_\_\_ Co-Chairman: \_\_\_\_\_