**Agent Role**

Non-Negotiables

* Two Listings per week
* Four PAMPed Appointments per week
* Daily Communication with current clients
* Action all Enquiries within an hour of receiving them
* Weekly Vendor Report
* 90min Prospecting Monday – Friday dta

ABC Clients

Top 10 VIP’s

Top 100 – Past Clients / Past Buyers

Top 20 Buyers

* Attend 1 Buyer Appointment minimum per day
* Saturday open home Attendees to be added with notes before leaving on Saturday afternoon
* All open home attendees Two Points of Contact by Monday 12pm
* Settlement calls (2 days, 2 weeks and 2 months)
* 10 Hand Written cards posted per day
* Maintain Database