

## Check List for Front Office management

Company Name:- \_\_\_\_\_

Name of Executive:- \_\_\_\_\_

☐ BROCHURE OF BOTH COMPANY (AIRWAY + FIBERONE)

☐ AIRWAY CONNECTION PLAN SHEET (HOME & BUSINESS)

☐ FIBER CONNECTION PLAN SHEET (HOME & BUSINESS)

☐ HOW TO MAKE COMPLAINT

☐ HOW TO MAKE PAYMENT

☐ MIGRATION/ SHIFTING/ REACTIVATION REQUEST FORM

☐ IP FORM

☐ MANNUAL COMPLAINT FORM

☐ DISCONNECTION FORM

☐ ENEVELOPE (PCAIPL & PCTPL)

☐ PAYMENT RECEIPT (RT)

☐ PAYMENT QR SCANNER

☐ STATIONARY (PEN, FOLDER, PAPER, STAPLER, FEVISTICK, MARKER, HIGHLIGHTER, SCALE, ETC.)

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☐ STAMP & SEAL (PCAIPL & PCTPL)

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☐ VISITING CARD

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☐ COMPANY EMPLOYEE CONTACT DETAIL & INTERCOM  
NUMBER

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☐ COMPANY MAIL ID (EMPLOYEE & SUPPORT / HELP)

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☐ CONTACT NO. OF WATER SUPPLIER, FLOWER &  
HOUSEKEEPER

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