**SALES CALL REPORT**

**Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- |
| **CUSTOMER / PROSPECT INFORMATION** |
| Name: | Role: |
| Organization: | Phone Number: |
| **CALL INFORMATION** |  |  |  |
| Date: | Prep Notes: |
| Start Time: |
| Duration: |
| **CALL SUMMARY** |  |  |  |  |
|  |
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| **OUTCOME** |  |  |  |  |
| Follow Up Required? ( Y / N ) | Follow Up Date: |
| Materials Required? |
|
| Follow Up Notes? |