**SALES CALL REPORT**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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? | | | | |