

# Sales Prospect File

New Prospect    Current Client    Follow-up                      Date \_\_\_\_\_

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

Contact \_\_\_\_\_

Title \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

## Source of Initial Contact

Call-in    Direct Mail    Referral—by Whom? \_\_\_\_\_

Current Supplier \_\_\_\_\_

Approximate Monthly Sales Volume \_\_\_\_\_

Action Taken to Follow-up

---

---

---

## Sales Calls History

Comments

---

---

---

---

---

General Comments

---

---

---

---

---

---

---