|  |  |
| --- | --- |
| **SALES CALL LOG TEMPLATE** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **** | **Peter Hanks** | | | | **1-202-555-142** |
| CLIENT NAME | | | | CONTACT NUMBER |
| **<Company Name>** | | | | | **Finance Manager** |
| COMPANY | | | | | POSITION |
| **John Smith** | | | | **429411** | **1** |
| AGENT NAME | | | | AGENT ID | PAGE NUMBER |
| **Date** | | **Time** | **Action Item** | | |
| mm/dd/yyyy | | hh:mm AM | No one is picking up the call. I will try again tomorrow. | | |
| mm/dd/yyyy | | hh:mm AM | The client requested to send him reading materials via email (<email address>) about the product. Product material was send on the same day. I will follow up with the client after two days. | | |
| mm/dd/yyyy | | hh:mm AM | The client requested a demo of the product. Referring this lead to Sales Department c/o Sales Manager. | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |
|  | |  |  | | |