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| **SALES CALL LOG TEMPLATE** |  |

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| **** | **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. |
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