

Sales Call Report

Type Of Call:

<input type="checkbox"/> Personal	Today's Date: _____	C.C.: _____
<input type="checkbox"/> Telephone	File No.: _____	_____
<input type="checkbox"/> In-House	Trace Date: _____	_____
<input type="checkbox"/> Other	Salesperson: _____	_____

Name of Organization

Contact, Title

Other

Address

City/Postal Code

Telephone

Fax

E-mail

Do You Use Hotels: _____

Accommodation Do you use Brand Hotels? _____ If not, why not? _____

Meetings Meeting Frequency _____ Attendance _____

Banquet Banquet Frequency _____ Attendance _____

Other Specify _____

Comments (Including Purpose of Call):

Action Required/Follow-up:

Mailed Info Package: _____ Made Appointment: _____

Follow-up Date: _____ By Phone In Person

