

Daily Sales Activity Report

		NAME			
		DATE			
		COMPANY	CONTACT	ACTION REQUIRED/RESULTS	
		CALL TYPE	T/V	\$	%
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

TV - How was prospect or client contacted? T = Telephone V = Visit

% - PROBABILITIES (Total of 3 categories)

PRICE INFORMATION	FUNDS APPROVAL	COMPETITIVE EDGE
10% Written formal quote or price information	40% Project completely funded to or above our price	40% Sole source, no other firms being considered
5% Verbal quote	30% High probability of funds approval	30% Favoured vendor, repeat business or good rapport
0% Not quoted as yet	20% Additional funds approval req'd due to our price	20% Competitors still being considered (explain)
	0% Funds not yet available and/or approved	10% Weak technical or price position (explain)
		0% Sale possible only with difficulty (explain)

CALL TYPE	TODAY'S TOTAL	WEEKLY TOTAL*
1 - Cold Call		
2 - Referral		
3 - Company Lead		
4 - Prospect F/Up		
5 - Service Call		
6 -		
7 -		

*Complete on Friday