

Sample

Source Leads: 20% paid on all sales made to leads/referrals. Payment made upon completion of sale regardless of any special payment arrangements made with the client. An accepted down payment constitutes completion of sale agreement.

Your Name	Kathy Brandon	
Your Phone Numbers	914-9999	

Areas Called	Roofers	Monday 11/13/06	Wedding Planners	Thursday 11/16/06
Yellow Pages	General Contractors	Tuesday 11/14/06	Painters	Friday 11/17/06
"	Photographers	Wednesday 11/15/06	DAY OFF	Saturday

Lead 1	JANE'S Roofing Co	RESULTS
Client's Name	Jane Smith	CB Friday
Client's Phone Number	555-5555	
Client's Email Address	Jane@mail.com	
Other Comments	* Likes Animated websites has been thinking about getting one for company.	LWTC - 8 AM 11/17/06
Lead 2	John's Building Services	RESULTS
Client's Name	John Smith	CB Friday
Client's Phone Number	777-7777	LWTC 8:15 AM
Client's Email Address	No Email / FAX 777-7272	11/17/06
Other Comments	WANTS FAX * Note: called office (DW) to send FAX for me.	office sent FAX 11/14/06 called 2nd time 11/17/06 10 AM
Sold! \$ 1,300.00		
Lead 3	JoAnne Wedding & Catering	RESULTS
Client's Name	Jo Anne Smith	11/16/07
Client's Phone Number	888-8888 / cell: 888-8882	
Client's Email Address	JoAnne@hotmail.com	CB 11/16/07 11:00 AM
Other Comments	HAD website before but hated it. WANTS more 'glazzle' on site. * called DW office for help on site to talk w/ her.	cat was assigned to call client
Sold! \$ 3,250.00		
Lead 4	Joe's Grill	RESULTS
Client's Name	Joe Smith	11/16/07
Client's Phone Number	444-4444	
Client's Email Address	Joe@yahoo.com	CB Monday
Other Comments	MAY want site but it has to be cheap. CB next week	