Daily Call Report

Date: _____

Sales Rep: _____

			Prospect		Type of Call			Sales Process Step			Documentation			Action	
Time	Advertiser	Contact Name	New	Existing	In Person	Phone	w/Mgr	Needs Analysis	Ideas / Prep	Present	Needs Worksheet	Pre/Post	Formal Proposal	Sold	Next Step Stratagy / Results
8:30															
8:45															
9:00															
9:15															
9:30															
9:45															
10:00															
10:15															
10:30															
10:45															
11:00															
11:15															
11:30															
11:45															
12:00															
12:15															
12:30															
12:45															

Daily Call Report

Date: _____

Sales Rep: _____

			Prospect		Type of Call			Sales Process Step			Documentation			Action	
Time	Advertiser	Contact Name	New	Existing	In Person	Phone	w/Mgr	Needs Analysis	Ideas / Prep	Present	Needs Worksheet	Pre/Post	Formal Proposal	Sold	Next Step Stratagy / Results
1:00															
1:15															
1:30															
1:45															
2:00															
2:15															
2:30															
2:45															
3:00															
3:15															
3:30															
3:45															
4:00															
4:15															
4:30															
4:45															
5:00															
5:15															
5:30															