**CLIENT/PROSPECT CONTACT LOG TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SALESPERSON NAME** | | |  |  |  |  | |  | |
| **COMPANY NAME** | | |  |  |  |  | |  | |
| **ADDRESS LINE 1** | | |  |  |  |  | |  | |
| **ADDRESS LINE 2** | | |  |  |  |  | |  | |
| **PHONE** | | |  |  |  |  | |  | |
| **EMAIL** | | |  |  |  |  | |  | |
|  |  |  |  |  |  |  | |  | |
| **DATE CONTACTED** | **NAME OF CLIENT/**  **POTENTIAL CLIENT** | **COMPANY NAME** | **ADDRESS** | **SALE/POTENTIAL SALE MATERIALS** | | | **OTHER CONTACT INFO**  **(email, alt. phone, etc.)** | |
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