**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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