**Client Prospect Template**

|  |  |  |
| --- | --- | --- |
| **Client Contact**  **(Name, address, phone, Email)** | **Product service offered (Service, Date, occasion)** | **Follow-up needed**  **(What, who and when)** |
| John Connel  .....  Phone:  Email:  … | IG study, 12.5. met during ICT Spring conference in Lux.  Example only | Send offer, invite to welcome web-meeting Lucia. .. asap,. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Sheet to be sent to:** [**olahova@teledom.sk**](mailto:olahova@teledom.sk) **with copy to** [**toth\_attila@novitech.sk**](mailto:toth_attila@novitech.sk)