Yearbook Business Contact Log, 2013-2014

Directions: Keep a running log in your Duotang of any and all contact that you make with potential business clients. Four contacts are due at the end of every week until our ad quota is met. You are responsible for follow-up phone calls to businesses and/or arranging in-person visits after school hours or on weekends.

Example:

Date (of first contact)	*Business Name*	*Contact Name*	*Phone Number*	*Date (of follow-up)*	*$ of Ad Purchased*	*Special Notes*
8.28	*Joe Bob Supply*	*Joe Bob*	*123-456-7890*	*N/A*	*$350*	*Wants to speak with someone personally later in the week*

Your Log:

Date (of first contact)	Business Name	Contact Name	Phone Number	Date (of follow-up)	$ of Ad Purchased	Special Notes

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