[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Sales Call Log

Recording every sales call in one place: who called whom, why, what was agreed, and when to call back.

Document: Sales Call Log **Version:** 1.0

Prepared by: _____ **Owner:** _____

Date: _____ **Review date:** _____ **Call record:**

Date	Time	Customer company	Contact person	Caller	Purpose	Outcome	Callback date

Callback schedule

Callback date	Contact person	Reason for callback	Done

Day summary: Total calls logged: _____ **Appointments booked:** _____

Callbacks owed: _____ **Quotations to send:** _____

File this log with the customer record the same day the call is made.

Completion checklist: [ ] Every call is logged in the register with its purpose and outcome.

[ ] Every agreed callback has a date ([Callback date]) in the callback schedule.

[ ] Quotations promised on calls are sent and noted in the register.