

Sales Call Report Template

Company _____

Contact Details _____

Telephone Number _____

Name of Salesman _____

Call Date _____ Client _____

Client Status _____

Was Call Requested

Sales Call _____ Purpose of Call _____

Call Report _____

Other People Present _____

No of Customers _____ Discussion Carried Out _____

Follow Up _____ Date of Appointment _____

Scheduled Tasks _____

Details of Plans to Follow Up _____

Notes _____