

LEADS TRACKING SHEET - Work Full-Circle!

<u>Date Met & Where</u>	<u>New Contacts Name & Complete Mailing Address:</u>	<u>Phone Numbers & Email Address</u> BEST TIME TO CALL	<u>Important Notes</u> (Call about: Facial, Class, Career, Skin-care, Body Care, Color Appt. Referred by) <u>Samples Given</u>	<u>Follow-up Calls</u> (3 Attempts) Suggested Follow-up 1 day, 3, day 7 Date/Time	<u>E-Card-Email sent</u> ~~~~~ <u>Personal Note</u> Sent Date	<u>Mail</u> (Book, Order, Samples, Recruiting, Hostess info)	<u>Class - Facial Guest Interview</u> <u>On The Go</u> Date & Time	<u>Sales</u> \$	<u>Referrals</u> (You can list the referrals on this page, put referrer in the notes)
1				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		
2				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		
3				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		
4				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		
5				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		
6				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		
7				1. 2. 3.	E: PN:		<u>Class:</u> <u>Facial:</u> <u>Guest:</u> <u>Intv:</u> <u>OTG:</u>		