

*Insert Your Hotel Logo Here*

## **Sales Call Report**

Use this form to record a customer's pertinent information before, during and after a sales call and keep on file for future reference.

**Salesperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Company/Organization Name:** \_\_\_\_\_

**Contact(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Cell:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Approximate Room Night Usage:** \_\_\_\_\_

**Competitor Hotels:** \_\_\_\_\_

\_\_\_\_\_

**Important factors in choosing hotel:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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