



# **Marine Salesperson's Organizational Planbook**

**A Complete System  
for Organizing  
Your Day**

**Salesperson, Inc.**

PO Box 760278 • Lathrup Village, MI 48076-0278

(248) 433-1900 • Fax: (248) 433-9620

Web Site: [www.slpinc.net](http://www.slpinc.net)

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# INSTRUCTIONS

Welcome to the expanded edition of the **Marine Salesperson's Organizational Planbook**. For those familiar with the original edition, please note that all categories remain the same, however, some have been expanded and relocated to the back of the book. In addition, a statistics section has been added to help you plot the growth of your business.

## **Today's Goals**

Each morning, write down the number of Ups, Sales, Deliveries, Follow-Up Calls, Prospect Calls, and Mailouts you intend on making that day.

## **Today's Totals**

At the end of each day, record the actual results of your efforts.

## **Things To Do List**

List all of the tasks you need to accomplish for that day. Remember to transfer all unfinished business from previous days. Once each task is completed, note its completion by striking through with a yellow highlight marker. This allows you to view the tasks you've completed.

## **Phone-Ups**

Record all of the Phone-Ups and nature of call you receive that day. Review this list often and follow-up for the purpose of setting appointments and making sales.

## **Follow-Ups**

List all of the Follow-Up Calls you need to make that day, and purpose for calling. Then make a notation if your call was successful, and when you need to follow-up again.

## **Appointment**

Record all appointments you've scheduled along with a phone number in order to confirm the appointment.

## **Ups**

Record the names and purpose of visit of all new prospects that visited the dealership.

## **Want List**

List all boats requested by customers that are not part of your current inventory and review this list often. In addition to doing a locator search, make a practice of taking this list with you when you take your daily inventory walk.

## **Prospect Calls**

A steady number of prospect calls should be made daily in order to increase your client base. Although prospecting is never easy, the more calls you make, the easier it becomes. Develop a script to help make your calling easier and more accepting to the prospect.

## **Mailouts**

Mailouts are a great source for introducing yourself and keeping your name alive with future prospects and current customers. Make sure you record each Mailout including routine paperwork.

## **Customer Log**

In addition to recording the sale, make certain you've recorded all other pertinent information about the customer before he/she takes delivery. This will allow you to develop future business, and give you more information for following-up.

— Instructions continued on next page —

# INSTRUCTIONS

## Statistics

The Statistics section of the planbook will help you predict how to increase your sales and profits. By mathematically tracking each month, you can determine where improvement or enhancement needs to take place. Follow this step-by step process:

1. Fill in the dates at the top of the Weekly Statistics sheet.
  2. Record each day's activities and source of business.
  3. At the end of each week, total all of the categories.
  4. Transfer the weekly totals to the corresponding week on the Weekly Statistical Summary sheet.
  5. At the end of the month, total the categories.
  6. Transfer the totals to the Monthly Statistical Summary sheet.
  7. Calculate the Closing Ratios, Total Commissions, and Gross Averages.
  8. Plot Total Monthly Deliveries and Commissions on the respective graphs, bringing forward Totals from the previous months.
- If you want to increase your sales, it may be as easy as increasing your numbers.
  - Watch for discrepancies in each month regarding your sales and profits. If you notice your sales dropping, look to see where your statistics may be fluctuating and adjust them accordingly.

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
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## Things To Do List

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## Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
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10. _____	22. _____
11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

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# Ups

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Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
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11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

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# Ups

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City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
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City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
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12. _____	24. _____



Date \_\_\_\_\_

# Appointments

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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
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8. _____	20. _____
9. _____	21. _____
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11. _____	23. _____
12. _____	24. _____

Date \_\_\_\_\_

## Phone-Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

## Follow-Ups

Name	Phone	Reason

Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
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Date \_\_\_\_\_

## Appointments

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## Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
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City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
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Date \_\_\_\_\_

# Appointments

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# Ups

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City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
10. _____	22. _____
11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
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10:00pm \_\_\_\_\_

# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
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11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
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11. _____	23. _____
12. _____	24. _____

Date \_\_\_\_\_

## Phone-Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

## Follow-Ups

Name	Phone	Reason

Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
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Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
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City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
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7. _____	19. _____
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10. _____	22. _____
11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
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7. _____	19. _____
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11. _____	23. _____
12. _____	24. _____

Date \_\_\_\_\_

## Phone-Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

## Follow-Ups

Name	Phone	Reason

Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
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10. _____	22. _____
11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

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# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
10. _____	22. _____
11. _____	23. _____
12. _____	24. _____

Date \_\_\_\_\_

## Phone-Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

## Follow-Ups

Name	Phone	Reason

Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
8:30am \_\_\_\_\_  
9:00am \_\_\_\_\_  
9:30am \_\_\_\_\_  
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8:30pm \_\_\_\_\_  
9:00pm \_\_\_\_\_  
9:30pm \_\_\_\_\_  
10:00pm \_\_\_\_\_

# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
10. _____	22. _____
11. _____	23. _____
12. _____	24. _____

Date \_\_\_\_\_

## Phone-Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

## Follow-Ups

Name	Phone	Reason

Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
8:30am \_\_\_\_\_  
9:00am \_\_\_\_\_  
9:30am \_\_\_\_\_  
10:00am \_\_\_\_\_  
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8:00pm \_\_\_\_\_  
8:30pm \_\_\_\_\_  
9:00pm \_\_\_\_\_  
9:30pm \_\_\_\_\_  
10:00pm \_\_\_\_\_

# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
10. _____	22. _____
11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
8:30am \_\_\_\_\_  
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9:30am \_\_\_\_\_  
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8:30pm \_\_\_\_\_  
9:00pm \_\_\_\_\_  
9:30pm \_\_\_\_\_  
10:00pm \_\_\_\_\_

# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
10. _____	22. _____
11. _____	23. _____
12. _____	24. _____



Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
8:30am \_\_\_\_\_  
9:00am \_\_\_\_\_  
9:30am \_\_\_\_\_  
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8:30pm \_\_\_\_\_  
9:00pm \_\_\_\_\_  
9:30pm \_\_\_\_\_  
10:00pm \_\_\_\_\_

# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_

Date \_\_\_\_\_

## Today's Goals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Today's Totals

Ups \_\_\_\_\_  
Sales \_\_\_\_\_  
Deliveries \_\_\_\_\_  
Follow-Up Calls \_\_\_\_\_  
Phone-Ups \_\_\_\_\_  
Prospect Calls \_\_\_\_\_  
Mailouts \_\_\_\_\_

## Things To Do List

1. _____	13. _____
2. _____	14. _____
3. _____	15. _____
4. _____	16. _____
5. _____	17. _____
6. _____	18. _____
7. _____	19. _____
8. _____	20. _____
9. _____	21. _____
10. _____	22. _____
11. _____	23. _____
12. _____	24. _____

Date \_\_\_\_\_

## Phone-Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Appointment Date \_\_\_\_\_

## Follow-Ups

Name	Phone	Reason

Date \_\_\_\_\_

# Appointments

8:00am \_\_\_\_\_  
8:30am \_\_\_\_\_  
9:00am \_\_\_\_\_  
9:30am \_\_\_\_\_  
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1:00pm \_\_\_\_\_  
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8:30pm \_\_\_\_\_  
9:00pm \_\_\_\_\_  
9:30pm \_\_\_\_\_  
10:00pm \_\_\_\_\_

# Ups

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_













# Customer Log

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

# Customer Log

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

# Customer Log

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

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Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
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Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
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Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

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Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

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Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
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Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
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Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

# Customer Log

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
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Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

# Customer Log

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

Name \_\_\_\_\_  
Spouse \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone: Hm \_\_\_\_\_  
          Bus \_\_\_\_\_ Fax \_\_\_\_\_  
Type of Vehicle \_\_\_\_\_  
Trade-In \_\_\_\_\_  
Date Delivered \_\_\_\_\_ Stock # \_\_\_\_\_  
Gross Profit \_\_\_\_\_ Commission \_\_\_\_\_  
Husbands Birthday \_\_\_\_\_  
Wifes Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Childrens Birthday \_\_\_\_\_  
Anniversary \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_  
Other Vehicles in Household \_\_\_\_\_

# WEEKLY STATISTICS

DATE	UPS	TOTAL SALES	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Totals													

WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
GROSS PROFIT TOTAL								
GROSS PROFIT AVERAGE								
NEW BOATS								
USED BOATS								
SERVICE CONTRACTS								
ACCESSORY SALES								
FINANCE CONTRACTS APPROVED								
FINANCE CONTRACTS DECLINED								
CASH DEALS								

WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
UPS								
TOTAL SALES								
DELIVERIES								
COMMISSIONS								
REFERRAL SALES								
REPEAT CUSTOMER SALES								
PHONE-UPS								
PHONE-UP SALES								
PROSPECT CALLS								
PROSPECT CALL SALES								
MAILOUTS								
MAILOUT SALES								
FOLLOW-UP CALLS								

WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

DATE													
GROSS PROFIT TOTAL													
GROSS PROFIT AVERAGE													
NEW BOATS													
USED BOATS													
SERVICE CONTRACTS													
ACCESSORY SALES													
FINANCE CONTRACTS APPROVED													
FINANCE CONTRACTS DECLINED													
CASH DEALS													

Monday													
--------	--	--	--	--	--	--	--	--	--	--	--	--	--

Tuesday													
---------	--	--	--	--	--	--	--	--	--	--	--	--	--

Wednesday													
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Thursday													
----------	--	--	--	--	--	--	--	--	--	--	--	--	--

Friday													
--------	--	--	--	--	--	--	--	--	--	--	--	--	--

Saturday													
----------	--	--	--	--	--	--	--	--	--	--	--	--	--

Sunday													
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Totals													
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WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
UPS								
TOTAL SALES								
DELIVERIES								
COMMISSIONS								
REFERRAL SALES								
REPEAT CUSTOMER SALES								
PHONE-UPS								
PHONE-UP SALES								
PROSPECT CALLS								
PROSPECT CALL SALES								
MAILOUTS								
MAILOUT SALES								
FOLLOW-UP CALLS								

WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

DATE	GROSS PROFIT TOTAL	GROSS PROFIT AVERAGE	NEW BOATS	USED BOATS									
Monday													
Tuesday													
Wednesday													
Thursday													
Friday													
Saturday													
Sunday													
Totals													

WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

<b>DATE</b>													
<b>UPS</b>													
<b>TOTAL SALES</b>													
<b>DELIVERIES</b>													
<b>COMMISSIONS</b>													
<b>REFERRAL SALES</b>													
<b>REPEAT CUSTOMER SALES</b>													
<b>PHONE-UPS</b>													
<b>PHONE-UP SALES</b>													
<b>PROSPECT CALLS</b>													
<b>PROSPECT CALL SALES</b>													
<b>MAILOUTS</b>													
<b>MAILOUT SALES</b>													
<b>FOLLOW-UP CALLS</b>													

<b>Monday</b>													
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Tuesday</b>													
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Wednesday</b>													
------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Thursday</b>													
-----------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Friday</b>													
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Saturday</b>													
-----------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Sunday</b>													
---------------	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Totals</b>													
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WEEK OF \_\_\_\_\_

# WEEKLY STATISTICS

DATE	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
GROSS PROFIT TOTAL								
GROSS PROFIT AVERAGE								
NEW BOATS								
USED BOATS								
SERVICE CONTRACTS								
ACCESSORY SALES								
FINANCE CONTRACTS APPROVED								
FINANCE CONTRACTS DECLINED								
CASH DEALS								

WEEK OF \_\_\_\_\_

# WEEKLY STATISTICAL SUMMARY

DATE	Week 1	Week 2	Week 3	Week 4	Week 5	Totals
UPS						
TOTAL SALES						
DELIVERIES						
COMMISSIONS						
REFERRAL SALES						
REPEAT CUSTOMER SALES						
PHONE-UPS						
PHONE-UP SALES						
PROSPECT CALLS						
PROSPECT CALL SALES						
MAILOUTS						
MAILOUT SALES						
FOLLOW-UP CALLS						





# MONTHLY STATISTICAL SUMMARY

DATE									
GROSS PROFIT TOTAL									
GROSS PROFIT AVERAGE									
NEW BOATS									
USED BOATS									
SERVICE CONTRACTS									
ACCESSORY SALES									
FINANCE CONTRACTS APPROVED									
FINANCE CONTRACTS DECLINED									
CASH DEALS									

Current Month									

Running Totals									

**COMMISSION & GROSS AVERAGES:**

Monthly Commission Average      Monthly Gross Average  
 Commission ÷ Del = \_\_\_\_\_      Gross ÷ Del = \_\_\_\_\_

Total Commission Average      Total Gross Average  
 Commission ÷ Del = \_\_\_\_\_      Gross ÷ Del = \_\_\_\_\_

**PLOT YOUR TOTAL COMMISSIONS EACH MONTH**

\$12,000									
\$11,600									
\$11,300									
\$11,000									
\$10,700									
\$10,400									
\$10,100									
\$ 9,800									
\$ 9,500									
\$ 9,200									
\$ 8,900									
\$ 8,600									
\$ 8,300									
\$ 8,000									
\$ 7,700									
\$ 7,400									
\$ 7,100									
\$ 6,800									
\$ 6,500									
\$ 6,200									
\$ 5,900									
\$ 5,600									
\$ 5,300									
\$ 5,000									
\$ 4,700									
\$ 4,400									
\$ 4,100									
\$ 3,800									
\$ 3,500									
\$ 3,200									
\$ 2,900									
\$ 2,600									
\$ 2,300									
\$ 2,000									
\$ 1,700									
\$ 1,400									
\$ 1,100									
\$ 800									

J F M A M J J A S O N D