

**Sample Appointment Sheet**  
**Would this information help you make a sale?**

Your Company Appointment Information Sheet

Friday, February 20, 2015

Mr. Jim Stroope (st roop) *(Phonetic Spelling Provided)*  
Operations Manager *(Titles gathered)*

XYZ Company  
4006 Johnathan St  
Anytown, USA 16832  
319-555-1212

Appointment Made by YOUR REP; questions or comments to [admin@RainMakerSalesSupport.com](mailto:admin@RainMakerSalesSupport.com)

Number of employees: 10 to 19  
Sales Volume: \$1-2.5 Million  
Credit Rating: B+  
Square Footage: 40,000+  
Headquarters or Branch: Single Location  
SIC Code: 807129  
SIC Description: Diagnostic Imaging Centers  
County: Black Hawk

Pronunciation: Conventional  
Confirmation Letter Sent: Yes  
Email Address: [contact@company.com](mailto:contact@company.com) *(Emails gathered)*  
Web Site: [company.com](http://company.com)  
Priority Level: A - COLD - 5-7 days per week  
Contract Renewal Date: March, yearly

**APPOINTMENT DAY AND TIME: Thursday January 15th at 11:00 AM**  
*(Priority level of the prospect is identified, based on your criteria)*

NOTES: He is interested in meeting a rep from our company; he was not yet familiar with us. He will want to meet first, to discuss the scope of work and what is expected of the vendor, before you do your walk through. Jim said they are cleaned 5 times a week by ServiceMaster currently. Service Master also does the floor care. Jim is fairly satisfied with ServiceMaster, but wants to get a quote from us. John said they have about 33,000 square feet that are cleaned. This will be a walk through for a quote. John is talkative and friendly.

Receptionist first name and two words that describe her: Op Lisa was very nice  
Two words that describe the contact you are meeting: direct and friendly

**CALL THE RAINMAKERS TO OPEN DOORS ON YOUR BEHALF**  
**WHO MAY WE INTRODUCE YOU TO THIS YEAR?**  
314.433.4660 TOLL FREE: 866.767.2236