

WEEKLY SUMMARY REPORT

Sales Representative: _____ Week Ending: _____

QUALITY OF ACTIVITY – TOTAL NUMBER OF CALLS:

Appointments: # Warm Calls: # Cold Calls:

(PROSPECTS OR CLIENTS) # GRD A: # GRD B: # GRD C:

NEW PROJECT/PROSPECT OPPORTUNITIES:

Opportunity	Value	Comments

IMPORTANT ISSUES AND TRENDS:
