

MEETINGS SCHEDULE WITH [SAMPLE REPORT] – MARCH 2019

XXX

Mr. xxx

Head of xxx
+xx xxx xxx xxx

Last Update

18 February 2019 – Monday:

Tried to reach Mr. xxx by phone – no response.

15 February 2019 – Friday:

Tried to reach Mr. xxx by phone – no response.

14 February 2019 – Thursday:

Texted Mr. xxx on where the meeting is to take place – no response.

14 February 2019 – Thursday:

Got callback from Mr. xxx. Mr. xxx is available for the meeting on Wednesday next week. Provided response – details for the meeting time will be communicated after confirmation with sales representatives.

14 February 2019 – Thursday:

Tried to reach by phone – no response.

13 February 2019 – Wednesday:

Is on the training today – will call tomorrow.

15 November 2018:

Mr. xxx will be out of office next week. Agreed on sending introductory sales materials via e-mail and then we will see if it is something relevant / interesting for the prospect.

YYY

Mr. yyy

Head of yyy Division
+yy yyy yyy yyy

Last Update

13 February 2019 – Wednesday:

Mr. yyy is out of office – will be available starting from March 1st (after two weeks).

13 November 2018 – Tuesday:

Called Mr. yyy last Friday afternoon and have been told that it's very demanding period right now (working on projects completion) and was offered to do presentation somewhere in January or April next year where it will be less demanding timewise.