

Confidential Customer Appointment List • Do not leave out on counter or on sales floor.

NAME	ADDRESS	PHONE	Associate's Initials Who Made Appointment	Time of Appointment	Initial Acknowledging Vendor Confirmation at Least 24 hours Prior	Appointment Card Sent by Date Whom	Letter Sent by Date Whom	COMMENTS	ACTUAL DAY OF REMOUNT EVENT	
									Show Up? Yes/No	Did They Buy? Yes/No
				10:00 am						
				10:15 am						
				10:30 am						
				10:45 am						
				11:00 am						
				11:15 am						
				11:30 am						
				11:45 am						
				12:00 pm						
				12:15 pm						
				12:30 pm						
				12:45 pm						
				1:00 pm						
				1:15 pm						
				1:30 pm						
				1:45 pm						
				2:00 pm						
				2:15 pm						
				2:30 pm						
				2:45 pm						
				3:00 pm						
				3:15 pm						



