School, College & University Sales Call Pre-Plan

Account Information					
Plan Date:	Visit Date:				
Account Name:	Main Buyer:				
Phone:	Best time to call:	Email:			
Address:					
City:		State:		Zip:	
Type Of Call ☐ New Account ☐ Revisit Shop/Dept.	☐ New Shop/Dept (See☐ Upper Mgmt. Call	Side 2)	☐ Dormant ☐ Purchasi		
Products to Show					
Notes					
Product Demos Section Part Nu	ımber Product				
1					
3					
Service /Equipment Mainten	ance				
Special Programs ☐ OPP ☐ Loyalty Disco	unt ☐ Email Blast] Work Order	Survey	
Close					
Next Appt Date:		Time:			
Customer Referral:			New Agent Referral:		



Where and Who to Sell



LOCATION	WHO TO SEE	LEAD ITEMS	
Purchasing	Purchasing Manager		
· ·	Name:	Location:	
	Phone:		
Maintenance	Maintenance Superintendent	Drill-Tap Combo, Security Bit Driver	
	Name:		
	Phone:		
Custodial Department	Head Custodian	Drill-Tap Combo, Security Bit Driver	
	Name:	Location:	
	Phone:	Email:	
Skilled Trades Shops	Lead Carpenter	Pro Drills™, Anchors , Recip Saw Blades	
	Name:	Location:	
	Phone:		
	Lead Electrician	Pro Drills™, RazorQwik™, Thread Restorer, Sure Seal	
	Name:	Location:	
	Phone:	Email:	
	Lead Plumber	Pro Drills™, RazorQwik™, Auto Load Knife, Ratchet Pipe Cutter	
	Name:	Location:	
	Phone:	Email:	
	HVAC	Pro Drills™, RazorQwik™, Auto Load Knife, Ratchet Pipe Cutter	
	Name:	Location:	
	Phone:	Email:	
	Locksmith	Pro Drills™, RazorQwik™, Auto Load Knife, Ratchet Pipe Cutter	
	Name:	Location:	
	Phone:	Email:	
Boiler Plant	Chief	Pro Drills [™] , Thread Restorers, RazorQwik [™]	
	Name:	Location:	
	Phone:	Email:	
Buildings and Grounds	Head Grounds Keeper	Pro Drills™, Security Bit Driver, Fusion Seal	
	Name:	Location:	
	Phone:		
Fleet/Garage	Head Mechanic	Pro Drills™, RazorQwik™	
	Name:	Location:	
	Phone:	Email:	
Athletic Dept	Athletic Director	Pro Drills™, Security Bit Driver, Fusion Seal	
	Name:	Location:	
	Phone:		
Public Safety/Parking	Head of Dept.	Pro Drills™, Security Bit Driver, Fusion Seal	
	Name:	Location:	
	Phone:		



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