

Journalism I-IV
2014-2015 Contact Log

Directions: Keep a running log in your Duotang of any and all contact that you make with potential business clients. Four contacts are due at the end of every week until our ad quota is met. You are responsible for follow-up phone calls to businesses and/or arranging in-person visits after school hours or on weekends.

Example:

<u>Date</u>	<u>Business Name</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Date (of follow-up)</u>	<u>\$ of Ad Purchased</u>	<u>Special Notes</u>
8.28	Joe Bob Supply	Joe Bob	123-456-7890	9.21	--	Manager on vacation; will return 9.21
9.21	Joe Bob Supply	Joe Bob	123-456-7890		\$200	Purchased ½ page ad

Your Log:

<u>#</u>	<u>Date</u>	<u>Business Name</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Date (of follow-up)</u>	<u>\$ of Ad Purchased</u>	<u>Special Notes</u>
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<u>#</u>	<u>Date</u>	<u>Business Name</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Date (of follow-up)</u>	<u>\$ of Ad Purchased</u>	<u>Special Notes</u>
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