



All Calls Report

A sample all calls report is shown on the right. This sample report includes sample data, but the actual conversation and notes in your reports will be based upon your specific talking points.

This report is typically released around 8 am CST each morning and will be sent via email. The report will detail all calls that were made on your behalf during the previous business day. This report is a great tool for reviewing trends and refining the program as needed.

In the top right corner, your company name and address will appear (see orange arrow). For each call, the report will show the date, time, result, and the call notes (see blue arrows). Please note that your report may be several pages in length depending upon the call volume.

If you have any questions regarding the daily reports, please contact your Program Manager.



Rich Enterprises, Inc.

Delta Company,
1234 Extra Avenue
Masonberg, Georgia

Daily Detailed Report including All Calls

Contact	David Bowerson	David's Architectural Design		
Histories				
Date	Time	Result	Regarding & Details	Record Manager
10/28/2014	12:00 PM	Call Completed	Follow-up	
		Received general voice mail. Hit 0 for operator.	Operator did not answer.	
Contact	Wiley Coyote	International Church		
Histories				
Date	Time	Result	Regarding & Details	Record Manager
10/28/2014	12:06 PM	Call Completed	Follow-up	
		Talked with Sally.	They rent the facility from Sunshine Rentals and that company handles all maintenance.	
Contact	Ronnie Cox	Best Distribution		
Histories				
Date	Time	Result	Regarding & Details	Record Manager
10/28/2014	11:59 AM	Call Completed	Follow-up	
		Talked with Ron.	He is facilities manager. He said they signed agreement in July for one year. It is best to contact him in May of next year. No needs or concerns at present.	
Contact	Candy Cross	Floral Fiesta		
Histories				
Date	Time	Result	Regarding & Details	Record Manager
10/28/2014	12:01 PM	Call Completed	Follow-up	
		Asked for maintenance. Talked with Tom.	This is small office with a simple PTAC unit. No need for services.	
Contact	Sammy Kindred	Hawaiian Vacation Cottages		
Histories				
Date	Time	Result	Regarding & Details	Record Manager
10/28/2014	12:06 PM	Call Completed	Follow-up	
		Dialed twice - received busy signal each time.		