

# PROSPECTING



Ready to Recruit

## Prospect Contact and Tracking Form

Initial Contact Date: \_\_\_\_\_ Referred by: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Telephone: (W) \_\_\_\_\_ (C) \_\_\_\_\_ Email: \_\_\_\_\_

Business Name: \_\_\_\_\_ Description: \_\_\_\_\_

Business Type:  Retail  Service/Office  Eating/Drinking  Other (\_\_\_\_\_)

Wants to Open:  Immediately  Within 6 months  Within 6 to 12 months  In 1 year +

Preferred Location: \_\_\_\_\_

Optimum Square Feet: \_\_\_\_\_ Low SF: \_\_\_\_\_ High SF: \_\_\_\_\_

Interested in Building Purchase?  No  Yes Maximum Purchase Price \$ \_\_\_\_\_

Interested in Building Lease?  No  Yes Maximum Lease Rate \$ \_\_\_\_\_

Preferred Lease Terms: \_\_\_\_\_

Willing to Make Building/Leasehold Improvements?  No  Yes Estimated Budget \$ \_\_\_\_\_

### Required Amenities:

- |  |  |
|--|--|
| <input type="checkbox"/> Private Parking (Number of Spaces: _____) | <input type="checkbox"/> Service Entrance                |
| <input type="checkbox"/> Loading Dock                              | <input type="checkbox"/> Elevator                        |
| <input type="checkbox"/> Alarm System                              | <input type="checkbox"/> Sprinklers                      |
| <input type="checkbox"/> Central Cooling                           | <input type="checkbox"/> Special Electric Service: _____ |
| <input type="checkbox"/> High Speed ISP Access                     | <input type="checkbox"/> High Volume Refuse              |
| <input type="checkbox"/> Other: _____                              |  |

Other Notes / Comments: \_\_\_\_\_

### Contact Record:

Date: _____	Notes: _____
Date: _____	Notes: _____
Date: _____	Notes: _____
Date: _____	Notes: _____
Date: _____	Notes: _____
Date: _____	Notes: _____
Date: _____	Notes: _____