



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.



The screenshot shows a sample 'All Calls Report' for Rich Enterprises, Inc. The report header includes the company logo and name. In the top right corner, the company address is listed: Delta Company, 1234 Extra Avenue, Masonberg, Georgia. An orange arrow points to this address. Below the header is a title bar: 'Daily Detailed Report including All Calls'. The report contains a list of call records, each with a 'Contact' name and company, a 'Date' and 'Time', a 'Result', and 'Regarding & Details'. Blue arrows point to the date, time, result, and call notes for each record. A 'Record Manager' column is also present. A large 'SAMPLE' watermark is overlaid on the report.

Contact	Date	Time	Result	Regarding & Details	Record Manager
David Bowerson David's Architectural Design	10/28/2014	12:00 PM	Call Completed	Follow-up Received general voice mail. Hit 0 for operator. Operator did not answer.	
Wiley Coyote International Church	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.	
Ronnie Cox Best Distribution	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.	
Candy Cross Floral Fiesta	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.	
Sammy Kindred Hawaiian Vacation Cottages	10/28/2014	12:06 PM	Call Completed	Follow-up Dialed twice - received busy signal each time.	