



Salescall Checklist

- What type of business
 - Other Locations (Sales Leads)
 - Travel Policy and Budgets
 - Booking Method/Agent Used
 - Net or commissionable rates
 - Rates to be loaded onto the GDS
 - Shortterm accommodation requirements/potential volume/ budget
 - Longterm accommodation requirements/potential volume/ budget
 - Office requirements/ size/ period/ budget
 - C&B Requirements (training/conferences/meetings)
 - Christmas/ Social Functions
 - Restaurant Use
 - Leisure Club Membership
 - Reason for accommodation requirements (who/where from/why)
 - Booking patterns
 - Criteria for choosing hotels
(What's important for the decision maker, to booker and to agent)
 - Other hotels used and rates paid
 - Production received, variances and reasons for this
 - Rates expiry date/date rates are negotiated
 - Other company contacts who book hotels
 - Internal Internet/Intranet Sites

Sales Call Report		Company visited by:	Date:
Account information			
Account name			
Industry			
Address			
City			
Hotel booking or meetings contact			
Contact person		Direct phone	
Job title		E-mail	
Language	Arabic/English/		
Account potential			
Room potential per year	Long Term	Short Term	
Event / Meeting potential per year	Estimated number of meetings	Potential	
Follow-up			
Appointment	<input type="checkbox"/> No	<input type="checkbox"/> Yes, when?	
Include in mailing list	<input type="checkbox"/> No	<input type="checkbox"/> Yes	
Other information or requests			
Attached the Business Card			