

## VIP Information Sheet

Fax this asap to your manager and/or phone her

Consultant name \_\_\_\_\_ ID No \_\_\_\_\_

VIP name \_\_\_\_\_

Address \_\_\_\_\_

Home no. \_\_\_\_\_ Mobile \_\_\_\_\_

Work \_\_\_\_\_ OK to call there? Yes / No

Met her at \_\_\_\_\_

When \_\_\_\_\_

A little bit about the VIP and what I like about her

\_\_\_\_\_  
\_\_\_\_\_

Best times to call her \_\_\_\_\_

Expecting further contact? Yes / No

Has *Business Information Pack*? Yes / No

\_\_\_\_\_

**To be completed by manager and returned to consultant.**

Manager action taken

\_\_\_\_\_  
\_\_\_\_\_

Feedback to consultant

\_\_\_\_\_  
\_\_\_\_\_

Joining date \_\_\_\_\_