

Worksheet 4: Client Outreach Tracker

Track every outreach contact — follow-ups are where most courier business is won. Illinois market segments pre-populated.

Chicago Medical / Healthcare

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
Northwestern Memorial Hospital				
Rush University Medical Center				
Advocate Health				
UChicago Medicine				
Lurie Children's Hospital				
Ann & Robert H. Lurie				
NorthShore University HealthSystem				

Chicago Legal / Financial

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
Chicago law firms (Loop)				
Cook County Courthouse runs				
Federal court (Dirksen)				
LaSalle St. financial corridor				

Chicago Tech / Corporate

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
McDonald's HQ (Oak Brook)				
Boeing Chicago HQ				
United Airlines				
Caterpillar Chicago office				

Suburban Medical / Pharma

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
Baxter International (Deerfield)				
Abbott Laboratories (Abbott Park)				
AbbVie (North Chicago)				
Motorola Solutions (Schaumburg)				

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