

WORKSHEET 4

Client Outreach Tracker

Track contacts, follow-ups, and conversion status — Chapters 15–16

■ courierbusinessinsider.com/texas-worksheets — Download all 9 fillable worksheets free with your book password.

Track every outreach contact and follow-up. A contact without a follow-up date is a contact you will forget.

Business Name	Contact Name	Phone / Email	1st Contact	Follow-Up 1	Follow-Up 2	Status

Status Codes: NR = No Response IN = Interested NC = No Contact CL = Client NI = Not Interested

