

Worksheet 4: Client Outreach Tracker

Track every outreach contact. Seattle's tech clients expect professional, prompt follow-through. Key Washington targets pre-populated.

Seattle Tech / Corporate

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
Amazon (Seattle HQ — multiple campuses)				
Microsoft (Redmond campus)				
Starbucks HQ (Seattle)				
Expedia Group (Seattle)				
T-Mobile HQ (Bellevue)				
Zillow Group (Seattle)				

Boeing

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
Boeing Commercial (Renton — 737 production)				
Boeing Everett (747/777/787 production)				
Boeing Auburn (parts manufacturing)				
Boeing suppliers / vendors network				

Seattle Healthcare / Medical

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
UW Medicine / Harborview Medical Center				
Seattle Children's Hospital				
Virginia Mason Franciscan Health				

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
Swedish Health Services				
Providence Health Seattle				

Legal / Government / Financial

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
King County Courthouse				
US District Court — Seattle				
Seattle law firms (downtown)				
Washington state agencies (Olympia runs)				

South Washington / Tacoma

Company / Contact	Phone / Email	Date Contacted	Follow-up Date	Notes / Status
MultiCare Health System (Tacoma)				
CHI Franciscan (Tacoma)				
Joint Base Lewis-McChord				
Port of Tacoma				

■ Download all 9 worksheets free at courierbusinessinsider.com/washington-worksheets

■ Password: WASHINGTON2026