

Phone Interview Prospect Contact Report

Source of Contact: _____ Date _____

Confidentiality Requested? Yes _____ No _____

Coordinator: _____

Company Name:	_____		
Contact's Name:	_____	Title:	_____
Position:	_____		
Address:	_____		
City	_____	State	_____ ZIP _____
Telephone No.:	(_____)	Fax:	(_____)
Product/Service:	_____		
Market Area:	_____		
Land Requirements:	_____		
Time Frame:	_____		

Building Requirements	Existing	_____	New	_____	Sq. Ft.	_____
Type:	Office	_____	Warehouse	_____	Production	_____
Specifications:	Ceiling Height	_____	Bay Widths	_____	Floor	_____
Construction:	_____					
Special Requirements:	_____					

Transportation	Rail:	_____	Truck:	_____	Air:	_____
Proximity to Major Highway:	_____					
Special Requirements:	_____					

Labor	Initial:	_____	Projected:	_____
Skills Required:	Administrative	_____	Production	_____
Specialized Skills:	_____			
Training Assistance:	_____			
Special Requirements:	_____			

