## Department: Sales

Te versturen informatie

The sales department consists of 3 account managers. The three of us maintain a WORD-table for our customers. It would be convenient if these tables were linked. Momentarily we have a problem if one of us falls ill, because we cannot access the customers of that colleague at that moment. Furthermore, we also have the data of prospects in our tables. We think that our data should be the basis, if customer-data of other departments are linked to it. Such a link should be handled carefully, since we also have confidential negotiating data in our tables.

All our offers are made and changed in WORD. In the future it would be nice if we could link our offers to a client-database.

The main data in our tables are as follows:

|  |
| --- |
| **Company name** |
| **Address1** |
| **Postcode1 (Zip code)** |
| **Residence1** |
| **Address2** |
| **Postcode2 (Zip code)** |
| **Residence2** |
| **Contact person** |
| **Initials** |
| **Telephone number1** |
| **Telephone number2** |
| **Fax number** |
| **e-mail** |
| Offer numbers |
| Offer status |
| Prospect Y/N |
| Date of action |
| Last contact date |
| Next action |
| Sale percentage |
| Creditworthy Y/N |

Yours sincerely,

J. Berger