|  |  |  |  |
| --- | --- | --- | --- |
| Visit Date / Time: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
|  |  |  |  |
| Purpose of Call: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  |  |  |
| Company Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Contact Person: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| Designation: | \_\_\_\_\_\_\_\_\_\_\_\_\_ | Phone #: | \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |

Current Working Environment:

Well defined automated processes

Partially automated processes

Well defined manual processes

Partially manual processes

IT Infrastructure

Computers for all employees

Using smart phone for business

Using specialized software

Using Excel

Broadband DSL

Proper networking

Network administrator

IT section

Feedback

Interested

Not interested

Need more detail

Demo required

Visit later

|  |
| --- |
| Remarks: |

Next Visit Date / Time (Follow-up): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name and Designation Signature