

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One Touch Automation	Client Follow-up		
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Per Project			
Process Description			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Ryan McDaniel	Sales		
Jeff Rodgers	Sales		
What are the sequential steps?			
Step Description			Who is Responsible?
Initial Discovery Call			
Ask for electronic copy of prints			
Post Call Follow UP with Thank you email			
Create Potential Client Folder in Google Drive			
Schedule Inital Client Meeting & Experience Demo			
What are the outputs [Defined Standards of Completion or Deliverables]			
Who does the process transfer to next?			
Name	Department or Function	Milestone	