Sales Packet Checklist

Approved by Manager



1 Contract filled out with: a) name b) address c) phone number d) email 2 Color Chart 3 Contract Requirement list to be signed by the client 4 Sketch reflecting the contract 5 Pictures of the Job Site 6 Identification if permit needed 7 Deposit Received Confirmation that Packet is Complete	Sales Agent Date Lead Time			
2 Color Chart 3 Contract Requirement list to be signed by the client 4 Sketch reflecting the contract 5 Pictures of the Job Site 6 Identification if permit needed 7 Deposit Received Confirmation that Packet is Complete	. ~		Yes	No
3 Contract Requirement list to be signed by the client 4 Sketch reflecting the contract 5 Pictures of the Job Site 6 Identification if permit needed 7 Deposit Received Confirmation that Packet is Complete	1	Contract filled out with: a) name b) address c) phone number d) email		
4 Sketch reflecting the contract 5 Pictures of the Job Site 6 Identification if permit needed 7 Deposit Received Confirmation that Packet is Complete	2	Color Chart		
5 Pictures of the Job Site 6 Identification if permit needed 7 Deposit Received Confirmation that Packet is Complete	3	Contract Requirement list to be signed by the client		
6 Identification if permit needed 7 Deposit Received Confirmation that Packet is Complete	4	Sketch reflecting the contract		
7 Deposit Received Confirmation that Packet is Complete	5	Pictures of the Job Site		
Confirmation that Packet is Complete	6	Identification if permit needed		
	7	Deposit Received		
Signature	Confirmation that	Packet is Complete		
	Signature			