

# Sales Packet Checklist



**Sales Agent** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**Lead Time** \_\_\_\_\_

- 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

Yes	No

Confirmation that Packet is Complete

**Signature** \_\_\_\_\_

Approved by Manager \_\_\_\_\_