Visit Report – No.

Mr/Mrs:

I. **Company data**
   - Company size: ________________________________
   - Estimated turnover: ________________________________
   - Valuation/Scoring: ________________________________
   - Is already customer: yes: ☐ no: ☐

II. **Communication**
   - Discussion atmosphere: ________________________________
   - Reason for the conversation: ________________________________
   - Contact person: ________________________________ Duration: ________________________________

III. **Customer interest**
   - Customer is interested in...
     - Product: ________________________________ Quantity: ________________________________
     - Product: ________________________________ Quantity: ________________________________
     - Product: ________________________________ Quantity: ________________________________
   - Opportunities (project case): ________________________________
   - Risks (project case): ________________________________

   **What has the customer/interested party already received?**
   - Information material ☐ Online demo ☐ Price list ☐ Miscellaneous ☐

   **What has been agreed with the customer/interested party?**
   - Send offer ☐ Appointment ☐ Miscellaneous ☐

IV. **Talk notes**
   - __________________________________________________
   - __________________________________________________
   - __________________________________________________
   - __________________________________________________

Date: ________________________________ Signature: ________________________________