**BUSINESS DEVELOPMENT form**

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| --- | --- |
| **Account Name/Company** |  |
| **Contact Person** |  |
| **Job Title**  |  |
| **Date & Time**  |  |
| **Phone**  |  |
| **Email** |  |
| **Industry** |  |
| **Office Location** |  |

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| **INFORMATION SUMMARY** |
| Client’s Needs & Issues E.g. HR Outsourcing, Training, Supervision, Leadership, Recruitment, Policies & Procedures, Sales Training, Teambuilding, Other Outsourcing, Turnover, Uncertainty, Staff Low morale, Execution, Performance, Customer Service, Health & Safety, ANY OTHERS etc. |
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| Action required: |
|  | 🞎 Send GCJ proposal?  |
| 🞎 Confirm Quotations & Conditions of Service  |
| 🞎 Scheduled follow-up meeting  |
| 🞎 Send Order Confirmation or Engagement letter |
| Any Other Remarks |
|  |  |