Salesperson's Organizational Planbook

A Complete System for Organizing Your Day



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INSTRUCTIONS

Welcome to the expanded edition of the **Salesperson's Organizational Planbook**. For those familiar with the original edition, please note that all categories remain the same, however, some have been expanded and relocated to the back of the book. In addition, a statistics section has been added to help you plot the growth of your business.

Today's Goals

Each morning, write down the number of Ups, Sales, Deliveries, Follow-Up Calls, Prospect Calls, and Mailouts you intend on making that day.

Today's Totals

At the end of each day, record the actual results of your efforts.

Things To Do List

List all of the tasks you need to accomplish for that day. Remember to transfer all unfinished business from previous days. Once each task is completed, note its completion by striking through with a yellow highlight marker. This allows you to view the tasks you've completed.

Phone-Ups

Record all of the Phone-Ups and nature of call you receive that day. Review this list often and follow-up for the purpose of setting appointments and making sales.

Follow-Ups

List all of the Follow-Up Calls you need to make that day, and purpose for calling. Then make a notation if your call was successful, and when you need to follow-up again.

Appointment

Record all appointments you've scheduled along with a phone number in order to confirm the appointment.

Ups

Record the names and purpose of visit of all new prospects that visited the dealership.

Want List

List all vehicles requested by customers that are not part of your current inventory and review this list often. In addition to doing a locator search, make a practice of taking this list with you when you take your daily inventory walk.

Prospect Calls

A steady number of prospect calls should be made daily in order to increase your client base. Although prospecting is never easy, the more calls you make, the easier it becomes. Develop a script to help make your calling easier and more accepting to the prospect.

Mailouts

Mailouts are a great source for introducing yourself and keeping your name alive with future prospects and current customers. Make sure you record each Mailout including routine paperwork.

Customer Log

In addition to recording the sale, make certain you've recorded all other pertinent information about the customer before he/she takes delivery. This will allow you to develop future business, and give you more infomation for following-up.

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INSTRUCTIONS

Statistics

The Statistics section of the planbook will help you predict how to increase your sales and profits. By mathematically tracking each month, you can determine where improvement or enhancement needs to take place. Follow this step-by step process:

- 1. Fill in the dates at the top of the Weekly Statistics sheet.
- 2. Record each day's activities and source of business.
- 3. At the end of each week, total all of the categories.
- 4. Transfer the weekly totals to the corresponding week on the Weekly Statistical Summary sheet.
- 5. At the end of the month, total the categories.
- 6. Transfer the totals to the Monthly Statistical Summary sheet.
- 7. Calculate the Closing Ratios, Total Commissions, and Gross Averages.
- 8. Plot Total Monthly Deliveries and Commissions on the respective graphs, bringing forward Totals from the previous months.
- If you want to increase your sales, it may be as easy as increasing your numbers.
- Watch for discrepancies in each month regarding your sales and profits. If you notice your sales dropping, look to see where your statistics may be fluctuating and adjust them accordingly.

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	Address
8:30pm	City State Zip
9:00pm	
9:30pm	Bus Fax
	Type of venicle
10:00pm	Trade-In

Date		
Dutt		

Today's Totals

Ups	 Ups	
Sales	 Sales	
Deliveries	 Deliveries	
Follow-Up Calls	 Follow-Up Calls	
Phone-Ups	 Phone-Ups	
Prospect Calls	 Prospect Calls	
Mailouts	 Mailouts	

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Date		
Date		

Name			Name		
Address					
City					
Phone: Hm			Phone: Hm		
	Fax _		Bus	Fax	
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		
Name					
Address					
City	State	Zip	City	State	_ Zip
Phone: Hm			Phone: Hm		
Bus	Fax		Bus	Fax _	
Type of Vehicle			Type of Vehicle		
Trade-In					
Appointment Date			Appointment Date		

Name	Phone	Reason

Date		
Date		

8:00am	Name	
8:30am	A ddraga	
	City Sta	ate Zip
9:00am	Phone: Hm	
9:30am	Bus	
10:00am	Type of Vehicle	
10:30am_		
11:00am	Address	
11:30am	Sta	
12:00pm		
12:30pm	Dug	
	Type of venicle	
1:00pm	Trade-In	
1:30pm		
2:00pm_		
2:30pm	Address	
	CitySta	
3:00pm		
3:30pm	Bus	
4:00pm	Type of Vehicle	
	Trade III	
4:30pm		
5:00pm	Name	
5:30pm	Address Sta	
6:00pm		
	Bus	
6:30pm	Type of Vehicle	
7:00pm	Trade-In	
7:30pm		
8:00pm	Name	
8:30pm	Address	
	su	
9:00pm		
9:30pm	Bus	
	Type of venicle	
10:00pm	Trade-In	

Date		
Dau		

Today's Totals

Ups	Ups
Sales	Sales
Deliveries	Deliveries
Follow-Up Calls	Follow-Up Calls
Phone-Ups	Phone-Ups
Prospect Calls	Prospect Calls
Mailouts	Mailouts

1	13
2	
3	15
4	16
5	17
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9	21
10	22
11	23
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D	ate		
$\boldsymbol{\nu}$	au		

Name		Name		
	State Zip _		_ State	Zip
Phone: Hm		Phone: Hm		_
	Fax			
Type of Vehicle		Type of Vehicle		
Appointment Date		Appointment Date		
Name		Name		
City	State Zip	City		
Phone: Hm		Phone: Hm		_
	Fax			
Type of Vehicle		Type of Vehicle		
Trade-In		Trade-In		
Appointment Date		Appointment Date		

Name	Phone	Reason

Date

8:00am	Name
8:30am	Address
	City State Zip
9:00am	Phone: Hm
9:30am	Bus Fax
10:00am	Type of Vehicle
	Trace III
10:30am	
11:00am	Name
11:30am	Address
12:00pm	Dug Foy
12:30pm	Type of Vehicle
1:00pm	Trade-In
1:30pm	
2:00pm	
2:30pm	Address
	City State Zip
3:00pm	
3:30pm	Bus Fax
4:00pm	Type of Vehicle
	Trade III
4:30pm	
5:00pm	Name Address
5:30pm	
6:00pm	
6:30pm	Bus Fax
1	Type of Vehicle
7:00pm	Trade-In
7:30pm	
8:00pm	3.
	Address
8:30pm	City State Zip
9:00pm	
9:30pm	Bus Fax
	Type of venicle
10:00pm	Trade-In

Date		
Dutt		

Today's Totals

Ups	 Ups	
Sales	 Sales	
Deliveries	 Deliveries	
Follow-Up Calls	 Follow-Up Calls	
Phone-Ups	 Phone-Ups	
Prospect Calls	 Prospect Calls	
Mailouts	 Mailouts	

1	13
2	14
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6	18
7	19
8	20
9	21
10	22
11	23
12	24

Name			Name		
Address					
City				State	Zip
Phone: Hm			Phone: Hm		
Bus	Fax _		Bus	Fax _	
Type of Vehicle			Type of Vehicle		
Trade-In					
Appointment Date			Appointment Date		
Name			Name		
Address			Address		
City	State	Zip	City	State	_ Zip
Phone: Hm			Phone: Hm		
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In					
Appointment Date			Appointment Date		

Name	Phone	Reason

Date		
Date		

8:00am	Name		
8:30am_	Address		
9:00am			
9:30am_			
10:00am	Type of Vehicle		
10:30am	Trade-In		
11:00am			
11:30am	Address		
12:00pm			
	Duc		
12:30pm	Type of Vehicle		
1:00pm	Trade-In		
1:30pm			
2:00pm			
2:30pm_	Addragg		
	City		
3:00pm			
3:30pm			
4:00pm_	Type of Vehicle		
4:30pm	_		
5:00pm			
5:30pm_	Address		
6:00pm			
6:30pm	Bus	Fax _	
7:00pm	Type of Vehicle Trade-In		
7:30pm			
8:00pm	3.7		
	Address		
8:30pm_			_ Zip
9:00pm			
9:30pm			
10.00	Type of venicle		
10:00pm	Trade-In		

Date		
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Today's Totals

Ups	Ups
Sales	Sales
Deliveries	Deliveries
Follow-Up Calls	Follow-Up Calls
Phone-Ups	Phone-Ups
Prospect Calls	Prospect Calls
Mailouts	Mailouts

1	13
2	
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Name			Name		
Address					
City			City	State	Zip
Phone: Hm		_	Phone: Hm		-
	Fax		Bus	Fax	
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		
Name			Name		
Address					
City	State	_ Zip			
Phone: Hm			Phone: Hm		
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		

Name	Phone	Reason

Name		
Addraga		
City		
Phone: Hm		
Type of Vehicle		
11ddc 111		
Dug		
Addraga		
Type of Vehicle		
Name		
Address		
Phone: Hm		
Bus		
Address		
Type of Vehicle		
	Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In Name Address City Phone: Hm Bus Type of Vehicle Trade-In	Address

Date		
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Today's Totals

Ups	 Ups	
Sales	 Sales	
Deliveries	 Deliveries	
Follow-Up Calls	 Follow-Up Calls	
Phone-Ups	 Phone-Ups	
Prospect Calls	 Prospect Calls	
Mailouts	 Mailouts	

1	13
2	14
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7	19
8	20
9	21
10	22
11	23
12	24

Name		 Name		
Address		Address		
City		City	State	Zip
Phone: Hm		Phone: Hm		
	Fax			
Type of Vehicle		Type of Vehicle		
Trade-In		Trade-In		
Appointment Date		Appointment Date		
Name		 Name		
Address		Address		
City	State Zip _	 City		
Phone: Hm		Phone: Hm		
	Fax	 Bus		
Type of Vehicle		 Type of Vehicle		
Trade-In		 Trade-In		
Appointment Date		Appointment Date		

Name	Phone	Reason

Date		
Date		

8:00am	Name		
8:30am_	Address		
9:00am			
9:30am_			
10:00am	Type of Vehicle		
10:30am	Trade-In		
11:00am			
11:30am	Address		
12:00pm			
	Duc		
12:30pm	Type of Vehicle		
1:00pm	Trade-In		
1:30pm			
2:00pm			
2:30pm_	Addragg		
	City		
3:00pm			
3:30pm			
4:00pm_	Type of Vehicle		
4:30pm	_		
5:00pm			
5:30pm_	Address		
6:00pm			
6:30pm	Bus	Fax _	
7:00pm	Type of Vehicle Trade-In		
7:30pm			
8:00pm	3.7		
	Address		
8:30pm_			_ Zip
9:00pm			
9:30pm			
10.00	Type of venicle		
10:00pm	Trade-In		

Date		
Dutt		

Today's Totals

 Ups
 Sales
 Deliveries
 Follow-Up Calls
 Phone-Ups
 Prospect Calls
 Mailouts

1	13
2	14
3	15
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6	18
7	19
8	20
9	21
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11	23
12	24

Da	ıte		

Name			Name		
Address					
City				State	Zip
Phone: Hm		_	Phone: Hm		_
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		
Name			Name		
Address			Address		
City	State	_ Zip	City	State	Zip
Phone: Hm			Phone: Hm		
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		

Name	Phone	Reason

8:00am	Name
8:30am	Address
	City State Zip
9:00am	Phone: Hm
9:30am	Bus Fax
10:00am	Type of Vehicle
10:30am	Truce III
11:00am_	
	Address
11:30am	City State Zip
12:00pm	
12:30pm	Due Eov
	Type of venicle
1:00pm	Trade-In
1:30pm	
2:00pm	Name
2:30pm_	Addraga
	CityState Zip
3:00pm	
3:30pm	Bus Fax
4:00pm	Type of Vehicle
	11ude 111
4:30pm	
5:00pm	Name
5:30pm	Address
6:00pm	
6:30pm	Bus Fax Type of Vehicle
7:00pm	Trade-In
7:30pm	
8:00pm	2.7
	Address
8:30pm	City State Zip
9:00pm	
9:30pm	Bus Fax
	Type of venicle
10:00pm	Trade-In

Date		
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Today's Totals

Ups	 Ups	
Sales	 Sales	
Deliveries	 Deliveries	
Follow-Up Calls	 Follow-Up Calls	
Phone-Ups	 Phone-Ups	
Prospect Calls	 Prospect Calls	
Mailouts	 Mailouts	

1	13
2	14
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7	19
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10	22
11	23
12	24

Date		
Date		

Name			Name		
Address					
City				State	Zip
Phone: Hm		_	Phone: Hm		_
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		
Name			Name		
Address			Address		
City	State	_ Zip	City	State	Zip
Phone: Hm			Phone: Hm		
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		

Name	Phone	Reason

8:00am	Name
8:30am	A ddraga
	City State Zip
9:00am	Phone: Hm
9:30am	Bus Fax
10:00am	Type of Vehicle
	Trade III
10:30am	
11:00am	Name
11:30am	Address
12:00pm	Days Ear
12:30pm	Type of Vehicle
1:00pm	Trade-In
1:30pm	
2:00pm	
	Address
2:30pm	State Zip
3:00pm	Phone: Hm
3:30pm	_
	Type of Vehicle
4:00pm	Trade-In
4:30pm	
5:00pm	Name
5:30pm	Address
	CityState Zip
6:00pm	
6:30pm	Bus Fax
7:00pm	Type of Vehicle Trade-In
7:30pm	
8:00pm	N.
	Address
8:30pm	
9:00pm	
9:30pm	Bus Fax
	Type of Vehicle
10:00pm	Trade-In

Date		
Dutt		

Today's Totals

Ups	Ups
Sales	Sales
Deliveries	Deliveries
Follow-Up Calls	Follow-Up Calls
Phone-Ups	Phone-Ups
Prospect Calls	Prospect Calls
Mailouts	Mailouts

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Date		
Date		

Name	 	Name		
Address				
City		City	State	Zip
Phone: Hm	 _	Phone: Hm		_
Type of Vehicle	 	Type of Vehicle		
Trade-In				
Appointment Date		Appointment Date		
NameAddress				
City				
Phone: Hm		Phone: Hm		
Bus				
Type of Vehicle	 	Type of Vehicle		
Trade-In	 	Trade-In		
Appointment Date		Appointment Date		

Name	Phone	Reason

8:00am	Name
8:30am	Address
	City State Zip
9:00am	Phone: Hm
9:30am	Bus Fax
10:00am	Type of Vehicle
	Trade in
10:30am	
11:00am	Name
11:30am	Address
12:00pm	
12:30pm	Bus Fax
1:00pm	Type of vehicle
1:30pm	
2:00pm	Name
2:30pm	Address
	City State Zip
3:00pm	Phone: Hm
3:30pm	
4:00pm	Type of Vehicle
	Trace III
4:30pm	
5:00pm	Name
5:30pm	Address
	City State Zip
6:00pm	
6:30pm	Bus Fax Fax
7:00pm	Type of Vehicle
7:30pm	
8:00pm	Name
8:30pm	Address
	State
9:00pm	
9:30pm	Bus Fax
10:00pm	Type of Vehicle
· · · · · · · · · · · · · · · · · · ·	Trade-In

Date		
Dutt		

Today's Totals

Ups	 Ups	
Sales	 Sales	
Deliveries	 Deliveries	
Follow-Up Calls	 Follow-Up Calls	
Phone-Ups	 Phone-Ups	
Prospect Calls	 Prospect Calls	
Mailouts	 Mailouts	

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Name			Name		
Address					
City				State	Zip
Phone: Hm			Phone: Hm		
Bus	Fax _		Bus	Fax _	
Type of Vehicle			Type of Vehicle		
Trade-In					
Appointment Date			Appointment Date		
Name			Name		
Address			Address		
City	State	Zip	City	State	_ Zip
Phone: Hm			Phone: Hm		
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In					
Appointment Date			Appointment Date		

Name	Phone	Reason

8:00am	Name
8:30am	A ddraga
	City State Zip
9:00am	Phone: Hm
9:30am	Bus Fax
10:00am	Type of Vehicle
	Trade III
10:30am	
11:00am	Name
11:30am	Address
12:00pm	Days Ear
12:30pm	Type of Vehicle
1:00pm	Trade-In
1:30pm	
2:00pm	
	Address
2:30pm	State Zip
3:00pm	Phone: Hm
3:30pm	_
	Type of Vehicle
4:00pm	Trade-In
4:30pm	
5:00pm	Name
5:30pm	Address
	CityState Zip
6:00pm	
6:30pm	Bus Fax
7:00pm	Type of Vehicle Trade-In
7:30pm	
8:00pm	N.
	Address
8:30pm	
9:00pm	
9:30pm	Bus Fax
	Type of Vehicle
10:00pm	Trade-In

Date		
Dutt		

Today's Totals

 Ups
 Sales
 Deliveries
 Follow-Up Calls
 Phone-Ups
 Prospect Calls
 Mailouts

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Name			Name		
Address					
City			City	State	Zip
Phone: Hm		-	Phone: Hm		
Bus	Fax		Bus	Fax	
Type of Vehicle			Type of Vehicle		
Trade-In					
Appointment Date			Appointment Date		
Name					
Address					
CityPhone: Hm			City Phone: Hm		
Bus					
Type of Vehicle			Type of Vehicle		
Trade-In			Trade-In		
Appointment Date			Appointment Date		

Name	Phone	Reason

Date		
Date		

Appointments

Ups

8:00am	Name		
8:30am_	A ddragg		
	City		
9:00am	Phone: Hm		
9:30am	Bus	Fax _	
10:00am	Type of Vehicle		
10:30am_	11ddc 111		
11:00am	Address		
11:30am	City		
12:00pm			
12:30pm	Dua		
	Type of venicle		
1:00pm	Trade-In		
1:30pm			
2:00pm	Name		
2:30pm	Address		
	City		
3:00pm			
3:30pm			
4:00pm	Type of Vehicle		
4:30pm	11tde III		
5:00pm			
	Address		
5:30pm	City		
6:00pm	Phone: Hm		
6:30pm		Fax _	
7:00nm	Type of Vehicle		
7:00pm			
7:30pm			
8:00pm	Name		
8:30pm	Address		
9:00pm			
9:30pm_	Type of Vehicle		
10:00pm	Trade-In		

Date		
Dutt		

Today's Goals

Today's Totals

Ups	 Ups	
Sales	 Sales	
Deliveries	 Deliveries	
Follow-Up Calls	 Follow-Up Calls	
Phone-Ups	 Phone-Ups	
Prospect Calls	 Prospect Calls	
Mailouts	 Mailouts	

Things To Do List

1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Date		
Date		

Phone-Ups

Name			Name	
Address				
City				
Phone: Hm		_	Phone: Hm	_
Bus	Fax			
Type of Vehicle			Type of Vehicle	
Trade-In				
Appointment Date			Appointment Date	
Name			Name	
Address			Address	
City	State	_ Zip		
Phone: Hm			Phone: Hm	
Bus				
Type of Vehicle			Type of Vehicle	
Trade-In			Trade-In	
Appointment Date			Appointment Date	

Follow-Ups

Name	Phone	Reason

Date		
Date		

Appointments

Ups

8:00am	Name	
8:30am	A ddraga	
	City Sta	ate Zip
9:00am	Phone: Hm	
9:30am	Bus	
10:00am	Type of Vehicle	
10:30am_		
11:00am	Address	
11:30am	Sta	
12:00pm		
12:30pm	Dug	
	Type of venicle	
1:00pm	Trade-In	
1:30pm		
2:00pm_		
2:30pm	Address	
	CitySta	
3:00pm		
3:30pm	Bus	
4:00pm	Type of Vehicle	
	Trade III	
4:30pm		
5:00pm	Name	
5:30pm	Address Sta	
6:00pm		
	Bus	
6:30pm	Type of Vehicle	
7:00pm	Trade-In	
7:30pm		
8:00pm	Name	
8:30pm	Address	
	su	
9:00pm		
9:30pm	Bus	
	Type of venicle	
10:00pm	Trade-In	

Want List

Date	Name	Phone	Vehicle	Cost

Want List

Date	Name	Phone	Vehicle	Cost

Prospect Calls

Date	Name	Phone	Outcome

Prospect Calls

Date	Name	Phone	Outcome

Mailouts

Date	Name	Phone	Follow-Up Information

Mailouts

Date	Name	Phone	Follow-Up Information

Name	Name
Spouse	
Address	
City State Zip	
Phone: Hm	Phone: Hm
Bus Fax	Bus Fax
Type of Vehicle	Type of Vehicle
Trade-In	
Date Delivered Stock #	
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	
Childrens Birthday	
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	Other Vehicles in Household
Name	
Spouse	
Address	
City State Zip	
Phone: Hm	Phone: Hm
Bus Fax	
Type of Vehicle	
Trade-In	
Date Delivered Stock #	
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	

Name	Name
Spouse	
Address	
City State Zip	
Phone: Hm	Phone: Hm
Bus Fax	Bus Fax
Type of Vehicle	Type of Vehicle
Trade-In	Trade-In
Date Delivered Stock #	
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	
Childrens Birthday	
Childrens Birthday	
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	Other Vehicles in Household
NameSpouse	
	Spouse
Address	
	Address
Address	Address
Address City State	Address State Zip Phone: Hm
Address	Address
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In	Address
Address State Zip Phone: Hm Fax Type of Vehicle	Address
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In	Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock #
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Stock # Gross Profit Commission	Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock #
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Stock # Gross Profit Commission	Address
Address State Zip Phone: Hm Bus Fax Fax Type of Vehicle Trade-In Stock # Commission Husbands Birthday Wifes Birthday Childrens	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday
Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday Childrens Birthday
Address State Zip Phone: Hm Bus Fax Fax Type of Vehicle Trade-In Stock # Commission Husbands Birthday Wifes Birthday Childrens	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday Childrens Birthday
Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday Childrens Birthday Anniversary	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday Childrens Birthday Childrens Birthday Anniversary
Address State Zip Phone: Hm Bus Fax Fax Type of Vehicle Trade-In Stock # Commission Husbands Birthday Childrens Birthday	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday

Name	Name
Spouse	Spouse
Address	Address
City State Zip	City State Zip
Phone: Hm	Phone: Hm
Bus Fax	Bus Fax
Type of Vehicle	Type of Vehicle
Trade-In	Trade-In
Date Delivered Stock #	Date Delivered Stock #
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	Childrens Birthday
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	Other Vehicles in Household
Name	Name
NameSpouse	NameSpouse
Spouse	Spouse
SpouseAddress	SpouseAddress
Spouse Address State Zip	Spouse Address City State Zip
SpouseAddress State Zip Phone: Hm	Spouse
Spouse Address City State Zip Phone: Hm Fax Bus Fax	Spouse
SpouseAddressStateZipPhone: HmBusFaxType of Vehicle	SpouseAddress State Zip Phone: Hm Bus Fax Type of Vehicle
SpouseAddress	Spouse
SpouseAddressStateZipPhone: HmBusFaxType of Vehicle	SpouseAddress State Zip Phone: Hm Bus Fax Type of Vehicle
Spouse Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission	Spouse
Spouse	Spouse

Name	Name
Spouse	
Address	
City State Zip	
Phone: Hm	Phone: Hm
Bus Fax	Bus Fax
Type of Vehicle	Type of Vehicle
Trade-In	Trade-In
Date Delivered Stock #	
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	
Childrens Birthday	
Childrens Birthday	
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	Other Vehicles in Household
NameSpouse	
	Spouse
Address	
	Address
Address	Address
Address City State	Address State Zip Phone: Hm
Address	Address
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In	Address
Address State Zip Phone: Hm Fax Type of Vehicle	Address
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In	Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock #
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Name	Name
Spouse	Spouse
Address	Address
City State Zip	City State Zip
Phone: Hm	Phone: Hm
Bus Fax	Bus Fax
Type of Vehicle	Type of Vehicle
Trade-In	Trade-In
Date Delivered Stock #	Date Delivered Stock #
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	Childrens Birthday
Childrens Birthday	Childrens Birthday
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	Other Vehicles in Household
Name	Name
NameSpouse	NameSpouse
Spouse	Spouse
SpouseAddress	SpouseAddress
Spouse Address State Zip	Spouse Address City State Zip
SpouseAddress State Zip Phone: Hm	Spouse
Spouse Address City State Zip Phone: Hm Fax Bus Fax	Spouse
SpouseAddressStateZipPhone: HmBusFaxType of Vehicle	SpouseAddress State Zip Phone: Hm Bus Fax Type of Vehicle
SpouseAddress	Spouse
SpouseAddressStateZipPhone: HmBusFaxType of Vehicle	SpouseAddress State Zip Phone: Hm Bus Fax Type of Vehicle
Spouse Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission	Spouse
Spouse	Spouse

Name	Name
Spouse	
Address	
City State Zip	
Phone: Hm	Phone: Hm
Bus Fax	Bus Fax
Type of Vehicle	Type of Vehicle
Trade-In	Trade-In
Date Delivered Stock #	
Gross Profit Commission	Gross Profit Commission
Husbands Birthday	Husbands Birthday
Wifes Birthday	Wifes Birthday
Childrens Birthday	
Childrens Birthday	
Childrens Birthday	
Anniversary	Anniversary
Other Vehicles in Household	Other Vehicles in Household
Other Vehicles in Household	Other Vehicles in Household
NameSpouse	
	Spouse
Address	
	Address
Address	Address
Address City State	Address State Zip Phone: Hm
Address	Address
Address State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In	Address
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Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday Childrens Birthday Anniversary	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday Childrens Birthday Childrens Birthday Childrens Birthday Anniversary
Address State Zip Phone: Hm Bus Fax Fax Type of Vehicle Trade-In Stock # Commission Husbands Birthday Childrens Birthday	Address City State Zip Phone: Hm Bus Fax Type of Vehicle Trade-In Date Delivered Stock # Gross Profit Commission Husbands Birthday Wifes Birthday Childrens Birthday

Totals													
Sunday													
Saturday													
Friday													
Thursday													
Wednesday													
Tuesday													
Monday													
DATE	UPS	TOTAL SALES	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS

Totals													
Sunday													
Saturday													
Friday													
Thursday													
Wednesday													
Tuesday													
Monday													
DATE	GROSS PROFIT TOTAL	GROSS PROFIT AVERAGE	NEW CARS	NEW TRUCKS	USED	LEASED VEHICLES	SERVICE CONTRACTS	LIFE ACCIDENT HEALTH	RUST PAINT FABRIC	AFTERMARKET SALES	FINANCE CONTRACTS APPROVED	FINANCE CONTRACTS DECLINED	CASH DEALS

Totals													
Sunday													
Saturday													
Friday													
Thursday													
Wednesday													
Tuesday													
Monday													
DATE	UPS	TOTAL SALES	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS

Totals													
Sunday													
Saturday													
Friday													
Thursday													
Wednesday	Constant of the Constant of th												
Tuesday													
Monday	Company												
DATE	UPS	TOTAL	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS

WEEK OF

	Totals												
	Sunday												
,	Saturday												
	Friday												
	Thursday												
	Wednesday												
,	Tuesday												
	Monday												
DATE	GROSS PROFIT TOTAL	GROSS PROFIT AVERAGE	NEW CARS	NEW TRUCKS	USED	LEASED VEHICLES	SERVICE CONTRACTS	LIFE ACCIDENT HEALTH	RUST PAINT FABRIC	AFTERMARKET SALES	FINANCE CONTRACTS APPROVED	FINANCE CONTRACTS DECLINED	CASH DEALS

VEEK OF

MEEKTX SLVLISLICS

Totals													
Sunday													
Saturday													
Friday													
Thursday													
Wednesday													
Tuesday													
Monday													
DATE	N	TOTAL SALES	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS

Totals													
Week 5													
Week 4													
Week 3													
Week 2													
Week 1													
DATE	UPS	TOTAL SALES	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS

MEEKTX SLYLISLICYT SOWWYKY

MEEKTX SLYLISLICYT SOWWYBX

	Totals												
	Week 5												
	Week 4												
	Week 3												
	Week 2												
	Week 1												
DATE	GROSS PROFIT	GROSS PROFIT AVERAGE	NEW CARS	NEW TRUCKS	USED	LEASED VEHICLES	SERVICE CONTRACTS	LIFE ACCIDENT HEALTH	RUST PAINT FABRIC	AFTERMARKET SALES	FINANCE CONTRACTS APPROVED	FINANCE CONTRACTS DECLINED	CASH DEALS

CLOSING RATIOS:

	Deliveries ÷ Sales = Sales ÷ Ups =	% of Total Sales Deliveries \div Sales = Sales \div Ups =	PLOT YOUR TOTAL DELIVERIES EACH MONTH		34	30 29 28 28 27	26 25 24	22 21 20 19	18 17 16 15	14 13 12 11	00 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	20 10 At 10	
Running Totals													
Current Month													
	UPS	TOTAL	DELIVERIES	COMMISSIONS	REFERRAL SALES	REPEAT CUSTOMER SALES	PHONE-UPS	PHONE-UP SALES	PROSPECT CALLS	PROSPECT CALL SALES	MAILOUTS	MAILOUT SALES	FOLLOW-UP CALLS

COMMISSION & GROSS AVERAGES:

Monthly Gross Average	Gross ÷ Del =	Total Gross Average	$Gross \div Del =$	SIONS EACH MONTH																														$\frac{1}{1}$	
Monthly Commission Average	Commission \div Del =	Total Commission Average	Commission \div Del =	PLOT VOITE TOTAL COMMISSIONS EACH MONTH	Ĺ	\$11,300	\$11,000	\$10,400	\$10,100	00866		00755 & S				\$ 7,100					0,000						006,3 e		\$ 2,000			Í,	008 %		
Running Totals																																			
Current Month																																			
	GROSS PROFIT TOTAL	GROSS	AVERAGE	NEW CARS	NEW	TRUCKS		USED	VEHICLES		LEASED	VEHICLES		SERVICE	CONTRACTS	2211	LIFE	ACCIDENT	HEALTH	RUST	PAINT	FABRIC	AFTERMARKET	SALES	FINANCE	CONTRACTS	APPROVED	THE PERSON NAMED IN COLUMN	FINANCE	CONTRACTS	DECLINED		CASH	DEALS	

WONTHLY STATISTICAL SUMMARY

Order Form

as of September 2000 (prices subject to change without notice)

		Sales Audio Cassettes
_ The Complete Guide To Selling N		
Book — \$12.95 + \$4 S&H Cassettes		\$20 Phone-Ups & Follow-Ups
_ Manager's 52 Week Lesson Plan	book	\$20 Negotiations
\$129.00+\$5 S&H	1 17'1 (\$20 Objections
_ Mike Whitty's Basic Selling Skil	Is Video Course	\$20 Closing Techniques
\$249.00+\$6 S&H	Effective Loadovalin	\$20 Persuasive Selling
_ Gearing-Up For Management: A Manual — \$29.95 + \$5 S&H Casset	-	\$20 Be-Backs
Salesperson's Organizational Pla		\$20 Referrals
\$27.00 + \$5 S&H (3 month supply)	IIDUUK	
What They Didn't Teach You in 1	Basic Selling Skills	;
\$60.00+\$5 S&H 6 Cassettes and We		\$20 The Business Side of Selling
Phone-Up & Follow-Up File Box:		\$20 Do's & Don'ts of Selling
\$24.95 + \$5 S&H	2 000), 2000 0	each package contains two cassettes
Service Advisor Training Program	n	Add \$3 S&H each audio
\$249.00+5 S&H		
Carmunicators™ Charitable Pro	omotional Product	Sales Manager Training Modules
\$3.00 + \$2 S&H		24 audio lessons and worksheets
_ Phone-Up Response Cards		\$240.00 + \$15 S&H
\$45.00 (500) + \$4 S&H		
Showroom Customer Log		Management Audio Cassette
\$45.00 (400) + \$5 S&H (2 ply)		
_ Automotive Salesperson, Inc. Se		
\$220.00 + \$10 S&H Yearly Tra	cking Refills \$50.00 + \$6 S&	Sexual Harassment Lesson 2
		Employee Dismissal
For Multiple Orders Call For S	hinning Charges	Make a Profit in New Car Dept.
101 Hampie Orners Cam 101 S	impping changes	Criticism
T 4 1 C 4 CO 1	¢.	
Total Cost of Order	\$	Leadership
G1: : 0.77 11:	Φ.	Performance Reviews
Shipping & Handling	\$	Power to Please Lesson 1
		Power to Please Lesson 2
Sales Tax (MI residents only 6%)	\$	Automotive Secrets of Atilla
		Dealership Law Tape 1 & 2
Total Amount	\$	A II 40 A - 11
		All 12 Audios \$120 + \$10 S&H
PO # Cho	eck #	Inc. Worksheets
Name		Title
Dealershin Name		
Address		
City		State Zip
Phone Bus Fax#		Web Site or E-Mail
PO Box 76 (248) 433-190	s Payable to SALES 0278 • Lathrup Village 00 • (800) 453-2787 • I ME — FAX US YO	, MI 48076-0278 Fax: (248) 433-9620