

Sales visit report

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The visit · الزيارة

Date · التاريخ	The day of the visit
Time in / time out · المغادرة / الوصول	10:10 to 10:55
Sales rep · مندوب المبيعات	Who made the visit
Customer company · الشركة	As it appears on their card
Location · الموقع	Site, branch or office, and city

Who you met · من قابلت

Name · الاسم	Full name
Job title · المسمى الوظيفي	Procurement manager, site engineer...
Mobile · الجوال	With the country code
Email · البريد الإلكتروني	Work email

Why you went, and how it went · سبب الزيارة ونتيجتها

Reason for the visit · سبب الزيارة	☐ Follow-up ☐ Technical meeting ☐ Quotation ☐ Delivery ☐ Payment ☐ Service ☐ New prospect ☐ Other
What was discussed · ما تمت مناقشته	What they asked about, in their words
Products of interest · المنتجات المطلوبة	Lines, models, quantities
Outcome · نتيجة الزيارة	☐ Order received ☐ Quotation requested ☐ Interested ☐ Follow-up needed ☐ Not interested ☐ Didn't meet
Value, if known · القيمة التقديرية	With the currency: SAR 90,000

What happens next · الخطوة التالية

Next step · الخطوة التالية	Send quotation, demo, second visit...
Due date · تاريخ الاستحقاق	A date, not 'next week'
Owner · المسؤول	Who will do it
Notes · ملاحظات	Anything the next person should know