

BRIDE LEAD TRACKING SYSTEM

Inquiry Date	Event Date	Bride Name	Groom Name	Phone	Email	Referred By	Ceremony/Reception Location	Photographer Assigned?	Hard Copy Pkg Sent?
3/9/11	9/10/11	Sara Smith		650-701-0010	saras@gmail.com	Fabulous Event Designs	Solange @ Calistoga	Geoff	YES
3/9/11	EP: Got engaged in Calistoga in June last year visiting here, so wedding in that area. Wants private and intimate feeling - they are wine/food people. 100 guests. Ceremony/Reception. Won't be out this way until May. Is interested in Designer Package. Said she wants to review pricing. Mailed pricing & brochure.								
3/15/11	EP: Followed up with client by email. Sent album links to Wine County Weddings.								
3/17/11	EP: Scheduled phone consultation for 3/19 @ 2:00pm Pacific Time								
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2/15/11	10/8/11	Shirley Lee	Jon Sims		slee@gmail.com	Sharon Heights	Sharon Heights	Kelvin	YES
2/16/11	EP: Sent client welcome email with links to Sharon Heights and Stanford Wedding Slideshows								
2/17/11	EP: Followed up w/ phone call to client, discussed pricing. Traditional Chinese Wedding. 160 guests. Loves Kelvin's portraits.								
2/19/11	EP: Client wants consult Thursday 2/24 at 4:30. BOOKED CONSULTATION								
2/24/11	EP: Consultation Notes: Clients do not want album, just digital images and time. Loved Kelvin. Family speaks Cantonese.								
3/2/11									
3/14/11	EP CONTRACT OUT								
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7/14/10	6/18/11	Lauren Masters		408-999-9999	laurenm@gmail.com	Silver Creek	Silver Creek Valley Country Club	Kelvin	YES
7/14/10	EP: Mailed packet and sent email with client welcome letter.								
7/19/10	EP: Left client voice message to schedule consultation, answer questions, etc.								
7/21/10	EP: Sent email with available consultation dates/times								
8/4/10	EP: Contacted client and she is overwhelmed with work and couldn't book at consultation at this moment but plans to call us next week to set one up.								
8/9/10	EP: Left client message to setup consultation appointment, answer any questions, etc. Client emailed back appointment times for tomorrow - scheduling if possible.								
8/9/10	EP: BOOKED CONSULTATION ON 8/10 @ 2PM								
8/10/10	EP: Met with Lauren and her mom. Very interested, going to call us to tell us what package they want. Mailed out thank you card.								
8/16/10	EP: Sent follow up email to check in with client; no response								
8/19/10	EP: Followed up with client; no response								
9/20/10	EP: CLIENT CONTRACT SENT FOR DESIGNER PACKAGE								
9/21/10	EP: Spoke with client and she is mailing in contract with deposit payment								
9/23/10	BOOKED CLIENT/ RECEIVED CONTRACT								