

SALES CHECKLIST

USE THE FOLLOWING TO MAKE SURE YOU HAVE COVERED ALL ASPECTS OF A SALE AND ARE READY TO CONVERT THE PROSPECT

- I HAVE GIVEN THEM A WARM WELCOME
(IF ON PHONE, I AM SMILING)
- I HAVE LET THEM KNOW I WILL ASK THEM TO MAKE A DECISION
AT THE END OF OUR APPOINTMENT
- I HAVE ASKED QUESTIONS TO UNDERSTAND THEIR SITUATION
(PARTICULARLY HOW THINGS MAKE THEM FEEL OR TIME BASED
QUESTIONS)
- I HAVE DISCOVERED A NEED I CAN HELP SOLVE
(THROUGH MYSELF OR MY MEANS)
- I HAVE DEMONSTRATED VALUE AND EXPERTISE IN ADVANCE
- I HAVE OUTLINED THE TERMS OF WORKING WITH ME
- I HAVE OFFERED THEM A SOLUTION TO HELP SOLVE THEIR
CURRENT PROBLEMS
- I HAVE HANDLED ALL OBJECTIONS (AND CONFIRMED THIS)
- I HAVE ASKED FOR THE SALE DIRECTLY
- I HAVE TAKEN ALL PAYMENT INFORMATION AND PROCESSED THE
SALE IN PERSON (DO NOT WAIT. MAKE SALE WHILE HOT!)
- I HAVE THANKED THEM FOR THEIR TIME AND OUTLINED NEXT
STEPS.