

Appendix D – Report Sheet

| Report Sheet | | | | | | |
|-------------------------|-------------------|---------|-----------|----------|--------|-------|
| Assignment | For Week of _____ | | | | | Total |
| | Monday | Tuesday | Wednesday | Thursday | Friday | |
| Administrator | | | | | | |
| MLS Transaction Letters | | | | | | 0 |
| Co-Broke Letters | | | | | | 0 |
| New Agents Contacted | | | | | | 0 |
| New Agent Appointments | | | | | | 0 |
| Affiliate Letters | | | | | | 0 |
| Broker | | | | | | |
| MLS Follow Up | | | | | | 0 |
| Co-Broke Follow Up | | | | | | 0 |
| New Agent Appointments | | | | | | 0 |
| New Agents Signed | | | | | | 0 |
| New Agent Follow Up | | | | | | 0 |
| Affiliate Follow Up | | | | | | 0 |

Filling out the report sheet:

Administrator – For the rows titled, MLS Transaction Letters, Co-Broke Letters and Affiliate Letters, simply indicate how many of each letter was sent on the corresponding day.

For the row titled, New Agents Contacted, simply indicate how many new agents you have contacted each day.

For the row titled, New Agent Appointments, indicate how many appointments you booked that day. Please note, this is not necessarily the day of the appointment, but rather the day that the appointment was booked.

Broker – For the rows titled, MLS Follow Up, Co-Broke Follow Up, New Agent Follow Up and Affiliate Follow Up, indicate how many contacts you were able to follow up with. Please note that this does not include voicemails, thirty second calls and emails sent. This refers specifically to how many people you were able to follow up with via a conversation.

For the row titled, New Agents Signed, please indicate on each day how many new agents you were successfully able to sign up.

For the row titled, New Agent Appointments, indicate how many appointments you had on the corresponding day. Please note this does not include cancellations and no shows.