

Date _____

Contact _____

Client _____

Phone # _____

Corporate Gift Service Worksheet
Prepared by Heather Greenwalt, Sales Director

Type of Business _____

of Employees _____ # of support staff _____ # of management _____

Client Base Profile

Estimated Total Gift Budget _____ Per Ind/Item _____

Gift Giving History

Favorite Items: Suggestions/Recommendations

Gift Service Order _____

Delivery Date _____ Total \$ _____ Paid _____ Due _____