**Site Visit Questionnaire – Prospective New Customer**

**\*\*SUBMIT ALL INFORMATION WITHIN 5 DAYS OF SITE VISIT\*\***

**Salesperson:**

**Company Name:**

**Address:**

**City/State/Zip Code:**

**Date(s) of Site Visit:**

**Contact Name(s):**

**Contact Title(s):**

**Engine Types:**

**Quantities:**

**Customer Type (End User/Broker/Depot):**

**\*\* *Research company thoroughly before arrival\*\****

1. How many plants does the customer have?
2. Do they have any sister plants? If so, name additional facilities and locations.
3. Are there any immediate needs (or problems) the plant has? If yes, explain.
4. Do they carry stock or use a Just-In-Time inventory system?
5. Where are they currently buying parts from?
6. Is there anybody they can recommend TTI to?
7. What is your plan/timeline to follow up with the customer?

Attach a summary of your visit (below)

Attach contact sheet

Send “thank you” email to contact and BCC Marketing

Include all/any expenses and receipts related to visit