

**WICKS ORGAN COMPANY, HIGHLAND, ILLINOIS**

NEW PROSPECT DATA WORKSHEET [Sales Director's report after first visit with Prospect]

6/2009

*Please complete every applicable item. If you need more space, use back of sheet. Sign and date at bottom.*

Prospect Name.....

Prospect Mailing Address.....

Prospect City..... State..... ZIP.....

Prospect Phone..... FAX..... Email.....

Location of Premises if different from above.....

Pastor: Name..... Phone..... Email.....

Organist: Name..... Phone..... Email.....

Consultant: Name..... Phone..... Email.....

Other contact: Name..... Title..... Phone.....

How old is this institution?..... What is their annual budget? \$..... How many members?.....

What kind of organ project are you trying to develop? Please describe in detail.....

.....[continue on back]

Is there a budget for this?  Yes \$.....  No. What is the timetable?.....

Is a building project involved?  Yes. Please describe it.....  No.

Is there a Committee?  Yes. What are they doing?.....  No.

Any previous dealings with this Prospect?.....

How did you find out about this Prospect?.....

Is there an old organ?  No.  Yes. Make..... Age..... No. of Ranks.....

Type Action..... No. of Manuals.....  Drawknobs  Stopkeys  Tilt Tabs  Horseshoe

Condition of old: { Blower..... Pipework.....

{ Console..... Chests & Action.....

{ Chimes..... How many notes?..... Make..... Compass.....

{ Casework..... Chambers & Shades.....

What will be reused?..... What happens to

the rest?..... Who will remove it?.....

IMPORTANT! Attach specifications (stoplist & rank analysis) of old organ.  Not attached because.....

I understand that if I do not provide accurate information when needed and requested, Wicks will have to proceed using their records and the best information they have. I am responsible for any errors this causes.

Signature..... Date.....