**Customer Report**

Meeting: [date]

Time:

Author:

[Customer]

Contact Person/s: [names and titles/job positions]

Meeting place:

**General:**

[text]

**Meeting Report**Present

Customer: [no. of persons, names if available]

Gamma: [your name]

Agent’s name:

**Meeting description [text]**

**Action Items, [for whom?]:**

Kind Regards,

 **[name]** | Sales Director | Gamma International