As far as hitting the road, and knocking on some doors, here is the process that Steve and I have been following, and that we would like for you to follow, as well.

* When I first pull up to a place that I will visit, I enter them as a Client in the Adilas LLC Corp.
	+ The system will make you search the name first, to determine if they are already in the system.
		- If they are in the system, use the Client Logs to determine the last point of contact, and whether you should hit them up again.
		- If they are not, I add them into the system, as I’m sitting in front of their store. You can use the Maps function on your phone, if you are unsure of exact address, and to get the Work Phone information, etc.
	+ Please use “Prospect” as the Customer Type, for any Industry, other than Cannabis. Please use “Prospect – Cannabis” for all Cannabis Prospects, both Medical and Recreational.
* When I go inside, I make conversation with the employee at the front desk. If there is a Manager or decision-maker available, I ask to speak to them, but if they are busy, at least try to get their name and contact info.
* After speaking to someone about their current solution, any pain points they might have, anything they wish their system did, etc. I try to remember or make notes about this info, including who I spoke to, and their role in the company.
	+ If it was a productive conversation, and they DID NOT immediately say they are not interested, or that they are completely satisfied with their current solution, then I will leave my Business Card, and one of the Adilas Brochures.
	+ If it was a VERY productive visit, and they agree to a demo, please let them know that Sean or Marisa will be in contact with them, to set this up.
* When I get back to my car, I bring the Client up again, and add any Additional Contact information, even if it is just first name of the person I spoke to and their role in the company. If they gave you their email address, add this as well. If they gave you a Business Card, please add as much information, as you can.
* Then I add a Log note, using “In Person” as the contact type, and summarize my conversation that I had, the outcome of that conversation, etc.
* If they suggest that you follow up on a certain day, there is a follow-up section in the Log Notes