

Contact Sheet



Thank you for taking a moment to look over this quick form. In order to serve your needs to the best of my ability, I have developed this contact sheet to clarify the best method to ensure convenient communication between us.

Whether you prefer e-mail or phone contact, please remember the real estate business is open seven days a week so be sure to let me know what times and days are appropriate for myself or my team to contact you.

I look forward to working with you in the near future and thank you again.

Client Name: _____

Client Phone: _____ Fax: _____ Client Cell Phone: _____

Client E-mail: _____ Other: _____

Please be sure to check the method that is best for me to contact you:

- Cell Phone
- Home Phone
- E-mail
- Other: _____



The best time for me to contact you is: _____

Any additional contact information such as days of the week or time that you would like to not be contacted: _____
