



Attention Grabbing Media

EVENT TICKET SALES

Name/Type of Event: _____ Date: _____

Sales Rep Name: _____

Client Name: _____

Amount Paid: _____

Please check off the following steps below upon completion.

- Verify payment has been made. Check with Sam to ensure accuracy.
- Add the sale to the **"AGM MASTER SALES SHEET"**.
- Inform Jonald by email the name of the client and the type of event. **Only if they paid outside of the payment pages ex: quickbooks**
- Add comments to the Client Card in High Level, including details on what was sold, when the event will take place, & how much was paid.
- Deliver to the Sales Director upon completion.