**Outstanding TUESDAY Update Call Checklist**

The purpose of the Tuesday update call is to get a referral from clients and business partners who referred them. Follow the call script below for every 10 clients you should receive 3 referrals. For all pre-apps or clients looking for homes, check to see if you can help, forward approval letter etc.

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| STEP #1 Hi (Client), this is \_\_\_\_\_\_\_\_from The \_\_\_\_\_Team! It’s time for your Tuesday update call! Do you have just a moment? STEP #2 \*Update the client and make sure they have been in touch with processing.  ***Do you have any questions?*** STEP #3 ***Anything extra I can do for you?*** STEP #4 ***Now that we’ve gotten the update out of the way, how was your week/ weekend?*** STEP #5 ***Who is the next person most likely to buy a home or need my services that you know?***  \*If they don’t refer or don’t know of anyone, ask them how else you can help them let other people know about what you do… Suggest passing out extra business cards at work, church, functions one week- and the next week you could ask them to hang a flyer in the break room at work. How else can they help you? STEP #6 Be sure to call the referring partner and update them and then ask who else they can refer you this week. FFA- Find a need, fill it, and ask for something specific. Who else are they working with you could help this week? Any prospects?  This is in addition to the Status Gram Fax by noon to all referring partners. | CLIENT/ PHONE NO. | **LISTING REALTOR** | **SELLING REALTOR** | **WOWING EXTRAS?** | **REFERRAL NAMES** | **‘X’ IF CLIENT NEEDS TO TALK TO PROCESSING** |
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THIS CHECKLIST IS DUE WEDNESDAYS BY 9AM OR $50 FINE.