Networking control sheet

Contact name	Telephone, fax, email details	Contact code *	Introduced by **	Details of approach / request	Outcome of approach	Follow up #

Note: * Contact codes 1. Known to you personally; 2. Met (introduced by a friend); 3. Not met (friend recommended approach)

** Details if not directly known to you

If the contact comes from a Network contact remember to advise them of the outcome of the approach and thank them for their help