

# enquiry tracker

FOR YOUR WEDDING BUSINESS

**COUPLE'S NAMES**

**ENQUIRY DATE**

**WEDDING DATE, LOCATION & DETAILS**

**SOURCE OF ENQUIRY (ADVERT/ SOCIAL MEDIA/ RECOMMENDATION)**

**STAGE OF ENQUIRY (TICK WHEN DONE)**

- MEDIA KIT/ PRICE LIST SENT**
- MEETING/ SKYPE BOOKED**
- PROPOSAL/ FOLLOW UP SENT**
- BOOKING CONFIRMED**

**NOTES**

**DESCRIPTION AND PRICE OF SERVICE BOOKED**