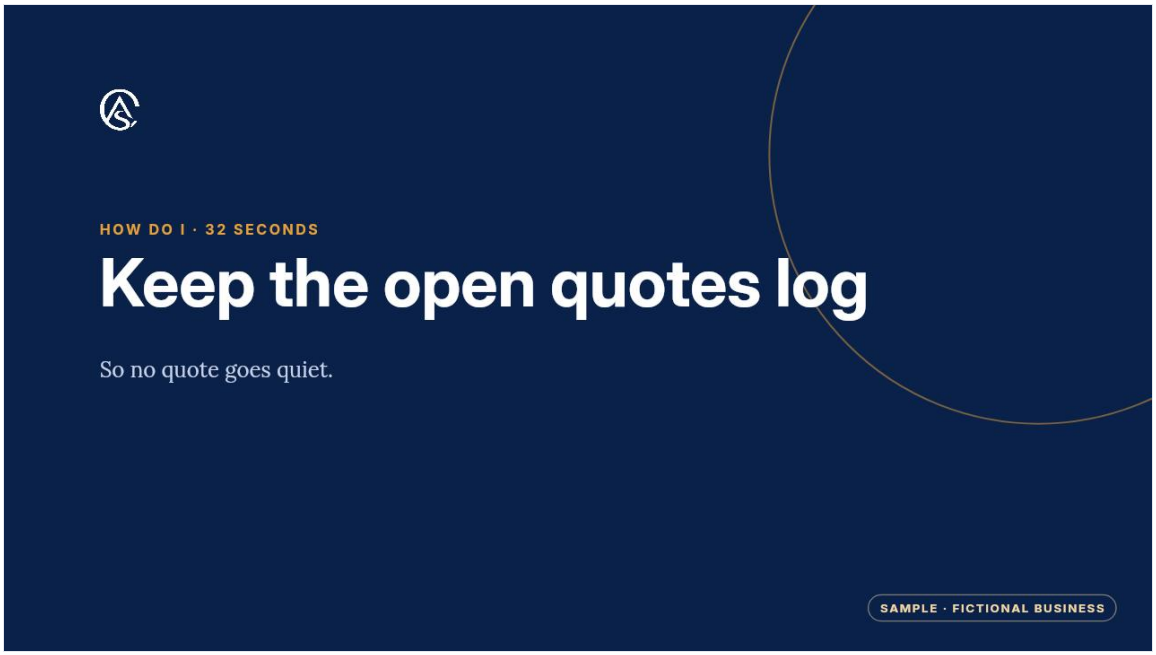
QUOTE & FOLLOW-UP ASSISTANT · HOW DO I

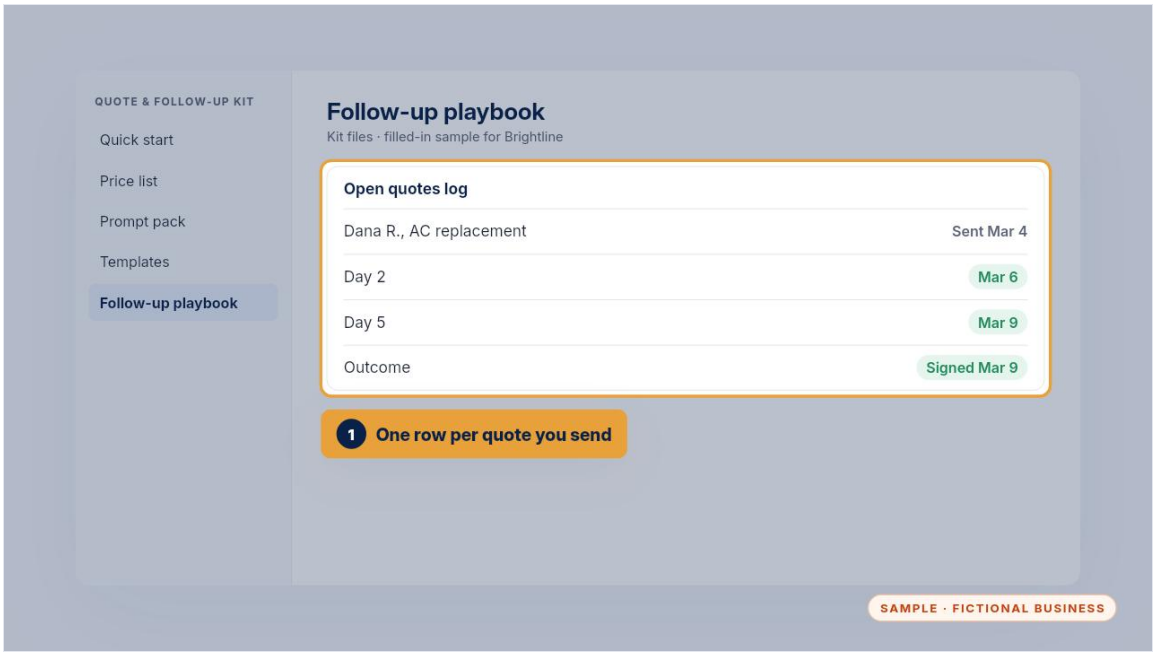
How do I keep the open quotes log?

Track every quote's follow-ups so none go quiet.

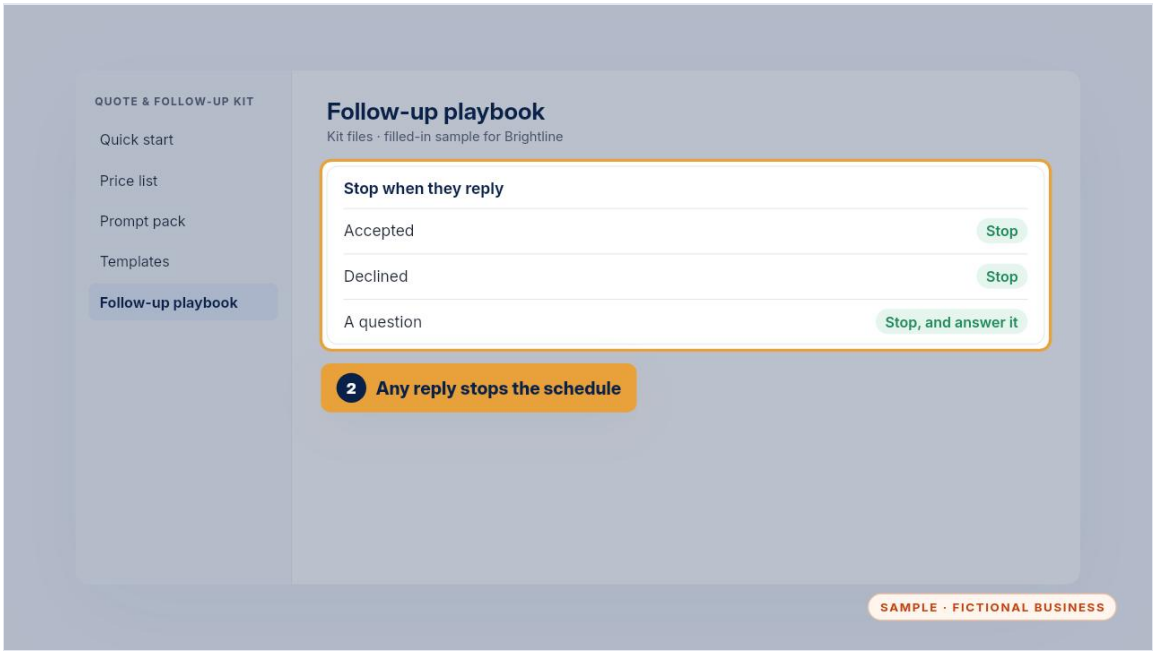
Watch the narrated video: https://openarmsolutions.com/guides/quote-follow-up/keep-the-open-quotes-log



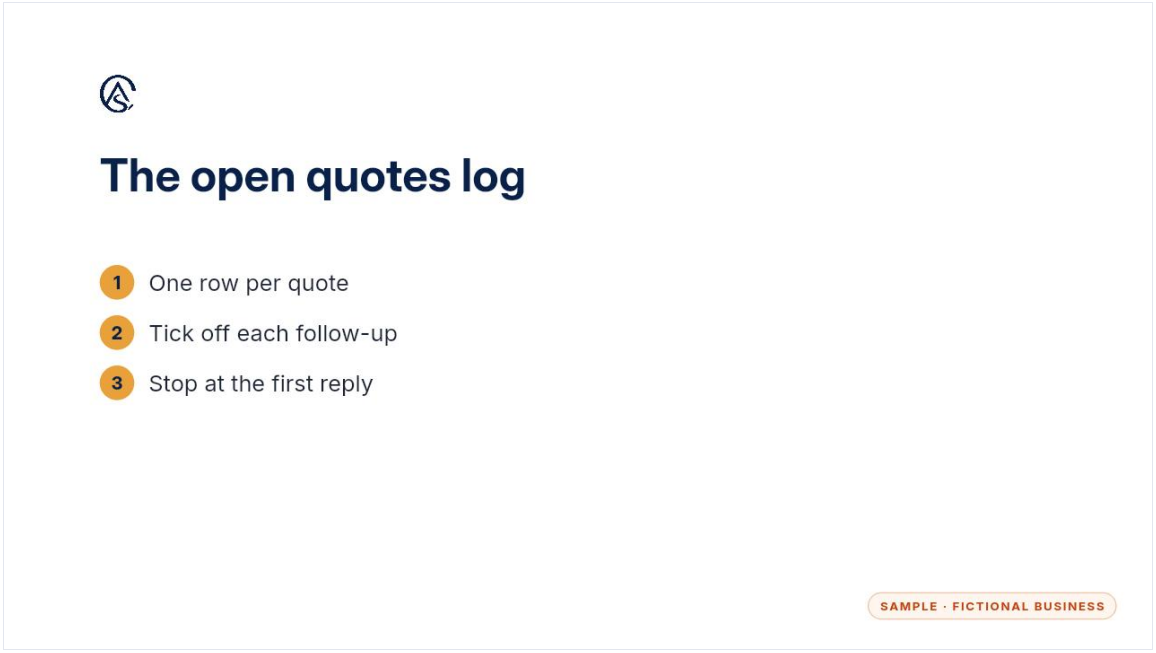
1. With the Kit, the open quotes log is how you keep follow-ups on track. It's the last page of the follow-up playbook.



2 Add one row for every quote you send, with the date you sent it. Tick off each follow-up as it goes out on day two, day five and day ten.



3 Stop as soon as the customer replies, whether they accept, decline or ask a question, and write the outcome in the last column.



4 Log every message, so two people on your team never send the same one.