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Client Name	
Client Ref	
Company Name	
Address	
Phone Number	
Business Number	
Mobile Number	
Fax Number	
Email	
Website	
Best form of contact	

Nature of Business	
Services or Products Offered	
Target Market	
Current Promotion or Marketing Activity	
Number of clients	
Best form of contact	

What are you goals?	
Current challenges?	
Time spent on admin (pw)	
Number of staff	

