Call Report

Company Name	Date
Person Interviewed	Interviewer
Title/Position	
Why is this person relevant to your	
understanding of the venture?	
Address	
Telephone Number	
Email address	
Objectives of Interview	
1	
2	
3	
4	
5	
Etc.	

Company/Person interviewed
Questionnaire Describe your business concept to the interviewee. Explain the purpose of the meeting, i.e. to get feedback on your business concept. Prepare a type-written list of questions to ask to guide the discussion and provide the necessary feedback.
Q1.
Q2.
Q3.
QJ.
Q4.
Q5.
Q6. Etc.

Company/Person interviewed	
Conclusions After each interview summarize here what you have learned. What additional information do you now need? What are your conclusions about the business concept?	
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