

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.

Q4.

Q5.

Q6.

Etc.

