


## The REFERRAL Slip.

Use this slip when someone you know needs the services of one of our members. **DO NOT WAIT** until the meeting to tell the member about their referral. Email them or call them as soon as your referral is ready for their call. At the meeting fill out the slip and pass it during the slips part of the meeting.

### WHITE SLIP - PASS TO MEMBER

REFERRAL



From: Your Name To: Member Name

Referral: Referral Name Date: \_\_\_\_\_

Telephone: Referral Phone

Email: Referral Email

Comments: Notes about the job


### YELLOW SLIP - PASS TO LEADERSHIP

## Tips for Giving Good Referrals

1. Listen for a need from someone you've met.
2. Tell the individual you know someone who can provide that service.
3. If you've done business with the member, tell about your experience.
4. Give out the business card of the person you are referring and ask for the individual's card.
5. Get permission to have the member call them.
6. Contact the member immediately, do not wait until the meeting.
7. During the meeting fill out a referral slip.
8. Follow up with the member and the individual a week later.

*A good networker has two ears and one mouth and uses them both proportionally.*

BUSINESS



**Thank You!**

To: Member Name Date: \_\_\_\_\_

For the:  Inside Referral  Outside Referral  
 New Business  Repeat Business

In the amount of:

\$ AMOUNT

Comment: Client Name

From: Your Name

## The BUSINESS Slip.

Fill out the Business Slip after you have received payment for a job that was given to you by another member or their referral.

Inside Referral - Job was for a member

Outside Referral - Job was for non-member

New Business - Never done business before

Repeat business - Have done business before

If you have already entered this closed business into Chapter Tracker, please put a line through your form.

**After Announcing your slips  
Put them into the bowl**