

How to Fill Out A Referral

Outside Referral

When you make a referral to another member, call them immediately with the referral information and fill out a slip to submit at the next meeting.

BNI REFERRAL SLIP
Business Network Int'l. Date: 4/1/03

From: MARY JONES
To: HARRY SMITH
Referral: TOM JOHNSON
Address: ABC CARPET
City, State, Zip: LOWELL, MA 458-1234
E-mail Address: TOM@ABCCARPET.COM

Given your card Told them you would call

Comments: HE NEEDS A NEW SIGN AND IS EXPECTING YOUR CALL

How Hot Is It? (CIRCLE ONE BOX)
5
4
3
2
1
↑
"Hot"
↑
"Tepid"

White - To
Pink - Chapter
Yellow - From

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Inside Referral

When you use a fellow member's service, fill out a slip and submit at the next meeting.

BNI REFERRAL SLIP
Business Network Int'l. Date: 4/1/03

From: SALLY MURPHY
To: CARL EVANS
Referral: MYSELF
Address: 444 MAIN ST.
City, State, Zip: LOWELL, MA 452-0001
E-mail Address:

Given your card Told them you would call

Comments: KITCHEN FAUCET IS LEAKING. NEEDS REPAIR

How Hot Is It? (CIRCLE ONE BOX)
5
4
3
2
1
↑
"Hot"
↑
"Tepid"

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Visitor

When you bring a visitor to your chapter meeting it counts as a referral.

Make sure you submit a referral slip to get credit.

We do keep track!

BNI REFERRAL SLIP
Business Network Int'l. Date: 4/1/03

From: JOHN DOE
To: CHAPTER - VISITOR
Referral: CHARLIE DUNN
Address: RIVERSIDE AUTOMOTIVE
City, State, Zip: 17 WEST ST. LOWELL
E-mail Address: Phone: 978-452-0101

Given your card Told them you would call

Comments:

How Hot Is It? (CIRCLE ONE BOX)
5
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3
2
1
↑
"Hot"
↑
"Tepid"

White - To
Pink - Chapter
Yellow - From

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