

DAILY ACCOUNTABILITY

This sheet must be completed and presented to your manager prior to you leaving at the end of your shift.

“When you have character, you hold yourself accountable to yourself.” - Vincent O’Neil

	TODAY	MONTH TO DATE
KBB I.C.O. LEADS RECIEVED		
2-WAY PHONE CONVERSATIONS		
2-WAY TEXT CONVERSATIONS		
APPOINTMENTS SET		
VEHICLES PURCHASED		
LIST TODAY’S PURCHASE DETAILS BELOW		

	CUSTOMER NAME	VEHICLE YEAR	MAKE	MODEL	MILEAGE	AMOUNT
PURCHASE #1						
PURCHASE #2						
PURCHASE #3						
PURCHASE #4						
PURCHASE #5						
PURCHASE #6						
PURCHASE #7						

	TODAY	MONTH TO DATE
PROSPECTING PURCHASES MADE		
THIS REFLECTS ANY PURCHASE MADE OUTSIDE OF A KBB I.C.O. LEAD LEAD		

	CUSTOMER NAME	VEHICLE YEAR	MAKE	MODEL	MILEAGE	AMOUNT
PURCHASE #1						
PURCHASE #2						
PURCHASE #3						
PURCHASE #4						