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| **COMPANY / CONTACT INFORMATION** |  |  | |  |
| COMPANY NAME:  Click or tap here to enter text. | FEIN: Click or tap here to enter text. | FED CONTRACTOR: Choose an item. | | BIZ TYPE: Choose an item. |
| ADDRESS: Click or tap here to enter text. | Address 2: Choose an item. | TOWN/STATE: Click or tap here to enter text. | | ZIP CODE: Click or tap here to enter text. |
| PHONE: Click or tap here to enter text. | OTHER: Click or tap here to enter text. | FAX: Click or tap here to enter text. | | WEBSITE ADDRESS: Click or tap here to enter text. |
| REP NAME: Click or tap here to enter text. | TITLE: Click or tap here to enter text. | PHONE: Click or tap here to enter text. | | EMAIL: Click or tap here to enter text. |
| INDUSTRY: Click or tap here to enter text. | FPOC BSR: Click or tap here to enter text. | CORI: Click or tap here to enter text. | | OTHER: Click or tap here to enter text. |
| HOW DID THEY CONTACTED US? Click or tap here to enter text. | CALL/VM: Choose an item. | EMAIL: | | REFERRAL: |
| HOW DID THEY HEAR ABOUT BIZWORKS? | Click or tap here to enter text. | | | |
| CHAMBER MEMBER? | Choose an item. |  | |  |
| NEEDS ASSESSMENT | (SEE BUSINESS CYCLE on P. 2) |  | |  |
| HIRING: | Click or tap here to enter text. | | | |
| JOB POSTINGS (WE POST): | Click or tap here to enter text. | | | |
| SCHEDULE EVENT: | JOB FAIR | RECRUITMENT | HIRING EVENT | INFO-SESSION |
| ADVERTISE CO EVENT (THEY HOST): | Click or tap here to enter text. | | | |
| ADVERTISE CO POSTINGS (THEY POST): | Click or tap here to enter text. | | | |
| JOBQUEST ACCESS: | Click or tap here to enter text. | | | |
| PROGRAMS / RESOURCES |  |  | |  |
| TRAINING PROGRAMS: Choose an item. | WTFP/OJT: Choose an item. | WSG: Choose an item. | | APPRENTICESHIPS: Choose an item. |
| TAX INCENTIVES / MISC: Choose an item. | WOTC: Choose an item. | WORKSHARE: Choose an item. | | MOBD: Choose an item. |
| MASSHIRE BIZWORKS: Choose an item. | RAPID RESPONSE: Choose an item. | OTHER: Click or tap here to enter text. | | |

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| BUSINESS CYCLE: | |
| Choose an item. | Click or tap here to enter text. |
| NOTES/OBSERVATIONS/OUTCOMES: | |
| Click or tap here to enter text. | |
| FOLLOW-UP/DATA ENTRY DATES: | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |
| Click or tap here to enter text. | |