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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. |