## **Internal Lead Form**

Use this form to enter information from a potential lead that you have spoken with if they called into another department or your own reference. We use this form to pass the information on to the Sales team.

Do not use these forms to share highly-sensitive or confidential information. Private company information and / or financial information are confidential and should only be shared by and with the appropriate parties.

Lead Code:(Office Use)			Date:
Your Name: * (Lead Generator Name)		Your Employee Code:*	
Contact Name (Lead) *		Company Name	
Contact Designation		Sourced From Relationship Of The Lead	
Origin		Destination	
Mode Of Transport (Use ✓)	<ul> <li>AIR</li> <li>SEA</li> <li>LAND</li> </ul>	Export/Import (Use ✓)	<ul><li>EXPORT</li><li>IMPORT</li></ul>
Terms Of Transport (Use ✓)	<ul> <li>(CFR) C&amp;F COST AND FREIGHT</li> <li>(CIP) CARRIAGE AND INSURANCE PAID TO</li> <li>(CPT) CARRIAGE PAID TO</li> <li>(CIF) COST, INSURANCE AND FREIGHT</li> <li>(DAP) DELIVERED AT PLACE</li> <li>(DAT) DELIVERED AT TERMINAL</li> <li>(DDP) DELIVERED DUTY PAID</li> <li>(DDU) DELIVERY DUTY UNPAID</li> <li>(EXW) EX WORKS</li> <li>(FAS) FREE ALONGSIDE SHIP</li> <li>(FCA) FREE CARRIER</li> <li>(FOB) FREE ON BOARD</li> <li>(SVC) SERVICE CARGO</li> </ul>	Logistics Services / Solutions Required * (Use ✓)	<ul> <li>Air Express Courier</li> <li>Air Express Courier(Door-Door)</li> <li>Air Freight Export</li> <li>Air Freight Import</li> <li>Antiques</li> <li>Break Bulk</li> <li>Clearance and Delivery</li> <li>Cross Trade Shipments</li> <li>Dangerous Goods/Haz Mat</li> <li>Events and Exhibition</li> <li>Fine Art</li> <li>Ocean Freight Export</li> <li>Ocean Freight Import</li> <li>Project Cargo</li> <li>Relocations/Household Goods</li> <li>Road Freight Import</li> <li>Warehousing</li> </ul>
Email		Contact No. /Mobile No. *	
Landline No.		Address	
State		Country	
Zip Code		PO Box	
Description/Comment *			
Description/Comment			