**GUIDE 1: EXPAND YOUR MARKET AND CUSTOMERS**

**TOOL 3**

**CLIENT CONTACT NUMBER AND ADDRESS BACKUP FORMAT**

**Business Name:**

**Last Date Updated:**

|  |  |  |
| --- | --- | --- |
| **Client name and surname** | **Client phone number** | **Exact client address. Include references to the client address to facilitate the identification of the direction (e.g. neighboring buildings, signs, landmark)** |
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