

ADCOMM Agency

Contact Report

Client	Product	Meeting Date	Place
Goldsmith	Goldware	25/10/2002	Adcomm Agency

Present for client

J. Smith
P. Jones

Present for agency

Q. Dickinson
J. White

Circulation

Client

J. Smith
P. Jones
M. James
O. O'Neil

Agency

Q. Dickinson
J. White
K. Jamie
D. Yorke
L. Lewis

1. End-of-year campaign

Agency presented roughs for proposed press campaign. Client said he would like to discuss the recommendation internally

Action by:

Client

2. Invoices

Agency reported that invoices 1525 and 1526 had still not been paid. Client asked for them to be re-submitted

Agency

3. E-mail marketing

Client asked whether agency had considered using e-mail marketing to launch new software. Agency to comment

Agency