	Name	Phone and Email and best time/ way to reach	Gold Pack Sponsor Date	Welcome & How to order letter sent & date	Has Used 100 pv coupon	Website Activation completed	Completed Member orientation online	Move to New Sponsor w/in 30 days- date & name	Offer to walk thru First Step and Shaklee Univ. for Bus. Training	Event Scheduled (optional)	Offer Evaluation Packets and show how to use for sharing Shaklee
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