

The Cold Pitch Sheet

COMPANY NAME/WEBSITE

CONTACT NAME & EMAIL

SERVICE PROVIDING

YES

NO

CONNECTED ON LINKEDIN?

☐☐

DATE OF PITCH SENT

DATE OF FOLLOW-UP #1

DATE OF FOLLOW-UP #2

The Blogging Sheet

CLIENT NAME:

SEO TITLE:

KEYWORDS:

WORD COUNT:

INVOICED?

YES:

☐

NO:

☐

RATE:

INVOICE AMOUNT:

The Invoice Tracker

CLIENT NAME:

INVOICED?

PAID?

YES

NO

YES

NO

☐☐