

CLIENT CONTACT DIRECTORY

Service Provider Reference Sheet

Last Updated: _____

CLIENT NAME	CONTACT PERSON	EMAIL ADDRESS	PHONE NUMBER	SERVICE TERMS / NOTES
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ACTIVE RETAINER CLIENTS

Acme Corp International	Jane Doe	j.doe@acme-example.com	(555) 012-3456	Weekly maintenance; Net 30 billing
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Global Logistics Ltd	Marcus Smith	m.smith@gl-example.com	(555) 987-6543	Priority support; Emergency contact only
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PROJECT-BASED CLIENTS

Summit Strategy Group	Sarah Chen	chen@summit-example.com	(555) 246-8102	Q3 Rebranding Project; Ends Oct 15
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Pioneer Tech	David Wilson	d.wilson@pioneer-ex.com	(555) 135-7924	Phased delivery; Milestone payments
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Click to add...

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