Lead Sheets can be printed one at a time from Lead Entry/ Maintenance or in a batch using Lead Sheet Printing.

Batch Lead Printing options are:

Print Sequence - Salesperson, Name, Lead Number, Date
Range of Dates - First and last lead creation dates
Print Status - Unprinted, Printed, Both Printed and Unprinted

Lead Sheet Printing

```
06/04/98                        ABC Interiorscaping
 4:19 PM                            Lead Sheet

 Lead No: 000001   Date Created: 06/04/98          Estimate Id:           /  /
-------------------------------------------------------------------------------
 Customer Id:                             Job Id:
        Name: Thompson Consulting Group        Thompson Consulting Group
     Address: 2980 Forest Hills Parkway        2980 Forest Hills Parkway
              Suite A                          Suite A
 City/St/Zip: Atlanta            GA 30124      Atlanta            GA 30124
     Contact: Ms. Susan Underwood              Ms. Susan Underwood
       Phone: (404) 555-0230                   (404) 555-0230
         Fax: (404) 555-0231                   (404) 555-0231
-------------------------------------------------------------------------------
        Referred By: Yellow Pages
 Assigned to Slspsn: 001
 Lead Sheet Printed: 06/04/98
 Notes... Design and propose plants and color rotation schedule for executive
          offices and reception area.
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