

Current Communications Inefficiencies (Driving Factors)			
Company Name	Company Office Number	Company Address	Company Website
NuWave Business Partner >>		NuWave Account Representative >>	
	Attendee Name	Job Title	Email Address
1			
2			
3			
4			
5			
*If you need more attendees, please attach an excel sheet with all your attendees.			
EXISTING TELECOMMUNICATIONS PRODUCT (INSTALLED)			
System Name and Type	Telco Services (Analog, PRI, SIP Trunks and how many)	Number of Users (including Analog and or 3rd party)	
HOW MANY LOCATIONS?			
	City	State	Business Address
1			
2			
3			
4			
5			
6			
*If you need more locations, please attach an excel sheet with all your attendees.			

CURRENT COMMUNICATIONS INEFFICIENCIES (DRIVING FACTORS)

Detailed Information Required (why are we talking today)

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Current Communications Inefficiencies (Driving Factors)

Buying Time Line with Implementation	Month of the Quarter	What are your stakeholders biggest concerns?	Rate 1 to 10 (1 being most important)
Buying Time Line (month)		ROI	
Implementation Time Line (month)		Applications	
Submit Proposal to Management?		Budget	
If YES, who?		Reliability	
		Usability	
		Change	

WHY IS MICROSOFT TEAMS A CONSIDERATION

Detailed Information Required (this is very key information)

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CURRENT TEAMS ENVIRONMENT

How Many Teams Users	
Concurrent Talk Paths	
DID's	
O365 Suite and Teams Deployed	
O365 Licensing (E1, E3 or E5)	
Toll Free Numbers	
O365 Tenant Management Internal or 3rd Party	

REQUIRED DEVICES TO BE PURCHASED	
Yes or No (also how many required)	

REQUIRED APPLICATIONS	
Yes or No (also how many required)	
Automated Attendant	
Advanced Call Routing	
Contact Center	
Call Recording	
Fax Services	
3rd Party Integrations	
Reporting	
Emergency Services	
Paging	
SMS	

PROJECTED GROWTH (12 TO 18 MONTHS)?	
Provide Details	

DECISION MAKING PROCESS AND OPTIONS	
Provide Details	
Open Bid Process	
RFP	
Consultant	
Other (please explain)	

PROSPECTS BUDGET (APPROVED OR WAITING FOR APPROVAL)	
Provide Details	
Approved	
Waiting for Approval (when will this be in place)	

COMPETITORS (VERY IMPORTANT)

Who are we up against?

Cisco	
Avaya	
Vonage	
CallTower	
8x8	
Pure IP	
Evolve IP	
Ring Central	
Other (please provide product)	

NEXT MEETING? CAN WE SCHEDULE NOW?

Date and Time Requested and Approved

Any additional information that has been provided and we need to understand