

Report Number 43535

Referrals and Referral Sheets

In addition to making money on the work, referrals are a big part of your business. There are many ways to get referrals.

One way is to simply ask the person that you are working for currently to recommend you to friends, neighbors, and business associates. Be sure to design some type of referral sheet, referral letter and other printed items that you might need when asking for referrals.

You can use the Referral Sheet example in this book or design one of your own. Be sure to take the sheet with you to the job and ask the person to fill out the referral sheet either while you do the work or afterward, while you are cleaning up. You should attempt to get the list of referrals immediately doing the work. If you leave the sheet to be filled out later, it usually won't get done.

Example of Referral Sheet

Mr. _____(residential customer)

I appreciate the opportunity to be of service to you. If my work is satisfactory with you and you like the way I have treated you, I would greatly appreciate you referring me to your friends, neighbors, and business associates.

I promise that I will treat them with the same professional courtesy I have treated you!

NAME	ADDRESS	TELEPHONE NUMBER