

How to Prepare Your 5-Day Proof of Concept Client List for Reputation Generator™ to Get You More Online Reviews!

Step #1 Filter and export the list of the people you served or sold to in the last 7, 30 or 60 days (based on volume) in your CRM to an Excel or CSV file format.

IMPORTANT: We need at least 25-30 of your most recent customers, client or patients.

The Minimum Fields Required In Your Customer List Include:

- Firstname (Only their first name, NOT first + last name together)
- Email and or Mobile Phone if you have both (we will text feedback requests)
- Note: If your database only has one phone field, delete non mobile numbers
- Make sure row #1 has the column titles Firstname | Email | Mobile # (As shown)

	A	B	C	D	E
1	Firstname	Email	Mobile #		Row #1 MUST List Column Titles
2	Wile	wile.e.coyote@looneytunes.com	911		
3	Road	road.runner@looneytunes.com			

Important: To ensure your file is processed accurately be sure you name your customer list file using the following file name structure:

Step #2 Name the file using the following file name format:
(To ensure your file is processed accurately)

- Company Name Month Date-range-year
- e.g. Acme Explosives Jan 1-7 2019

Step #3 Email the file to: morereviews@reputationgenerator.com

Step #3a Use the Following File Name Format In the Email Subject Line:

- Subject: Company Name Month Date-range-year
- e.g. **Subject: Acme Explosives Inc. Jan 1-7 2019**

Your email should look something like this...

To: morereviews@reputationgenerator.com

Subject: Acme Explosives May 1-7 2019

*** Make sure your client list file is attached 😊

Have questions or need help?

We're happy to answer your questions or help you export or format your list.

Contact us at Support@ReputationGenerator.com