



Daily Planner - Example Form

Date	PATIENT NAME	SEND A HEARTFELT CARD (Gift is optional)	ADD GIFT? (See back page for options)	NEW PATIENT Add to Patient Luv Program (Patient's 1st Year With Practice)	EXISTING PATIENT Add to Stay In Touch Program? (Year 2 and beyond with practice)	Noted By	Input into Write-Touch by
03/2/24	Joe Biden	25th wedding annv. next month (A)	L			PK	KM
03/3/24	Jennifer Anniston	Just retired (E)				BJ	KM
03/3/24	Brad Pitt	Getting married next month (G)				PK	JD
03/4/24	Keith Urban			Yes		KM	KM
03/5/24	Taylor Swift				Yes	BI	KM

INSTRUCTIONS:
Fill out the form above throughout the day as needed!

ENTER YOUR ORDERS IN WRITE-TOUCH
Daily or Weekly (whatever cadence works best)

1. Log into www.write-touch.com/pages/client-portal
2. Locate the proper form. Example: If you need to enroll a new patient into Patient Luv, find "PATIENT LUV: YEAR ONE. ENROLL, UPDATE, OR REMOVE PATIENTS."
3. After you have submitted information to the portal, sign your initials on this form.

AVAILABLE HEARTFELT CARDS:

A) Happy Anniversary (wedding) **B)** Happy Graduation **C)** Loss/Condolences **D)** New Baby **E)** Retirement
F) Accomplishment **G)** Wedding **H)** Check-In After Big Procedure **I)** Thanks for coming in **J)** Thank You For The Referral



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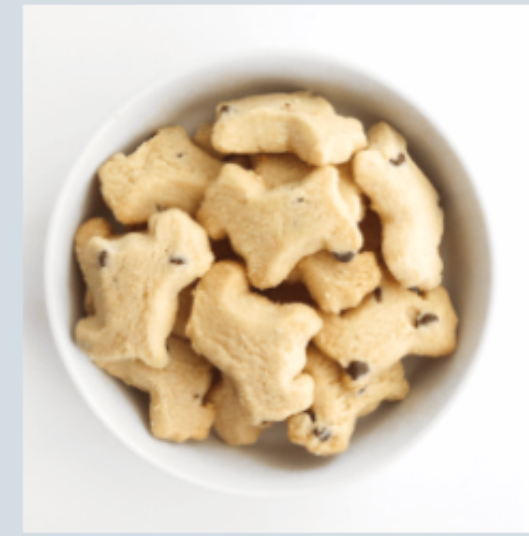
A Two-Pack Gourmet Fudge Brownies \$7.89 + \$4.09 Shipping Our best-selling gourmet fudge brownies are a legend in their own time! These three-inch squares of pure indulgence are the perfect gift for any occasion!



B Gourmet Fudge Brownie with Sea Salt Caramels Gift Set \$12.98 + \$4.78 Shipping A perfect combination in one gift set! A gourmet fudge brownie and a 5-ounce bag of Avenue Sweets Sea Salt Caramels.



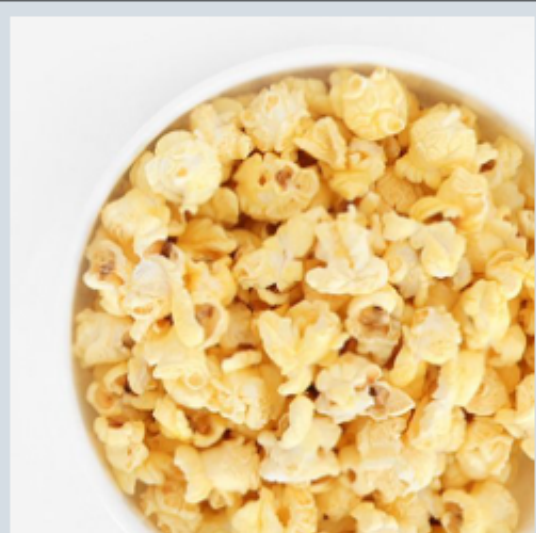
C Junior Bakery Sampler \$11.98 + \$4.84 Shipping A brownie, a pink cookie bar, and coffee cake bar - oh my!



D Scotty Dog "Short breed" Cookies \$10.49 + \$4.28 Shipping. Not to be confused with dog treats, these are for our two legged human friends. These chocolate chip shortbread cookies are nearly too cute to eat!



E AvenueSweets Sea Salt Caramels \$10.98 + \$4.28 Shipping. AvenueSweets' delicious rich and buttery caramels have a touch of sea salt—the flawless combination of salty and sweet. These exquisite caramels are sure to please your palate.



F Showtime Butter Popcorn \$10.98 + \$3.65 Shipping. Popcorn. It's a classic, buttery delight and just perfect to add to your card send! Your recipient will get four cups of this lovely salty snack packaged with the personalized card.



G Grateful Heart Mug \$29.98 + \$9.64 Shipping. High-quality stoneware mug emblazoned with the word "grateful" and a heart emblem that captures the very essence of how we feel about our lives each day. It even comes presented in a drawstring bag.



H Jingles Pink Giraffe \$18.98 + \$4.28 Shipping. Hand-crafted by the skilled artisans at First & Main Toys, Jingles Pink is made with love and thoughtfulness and promises to quickly become any little one's treasured companion.



I Jingles Blue Giraffe \$18.98 + \$4.28. Hand-crafted by the skilled artisans at First & Main Toys, Jingles is made with love and thoughtfulness. He rattles and snuggles his way right into the hearts of every family who takes him in.



J A Bit of Sunshine \$9.98 + \$4.28 Shipping. This sunshine themed gift brings along with it happiness when opened. Includes 3oz Avenue Sweets Lemon Drops (classic, hard candy), two Country Time instant lemonade packets, and a "You're Amazing" window card.



K Birthday Celebration Box \$20.99 + \$4.78 Shipping. Gift a mini birthday cake kit with vanilla cake mix and frosting, including confetti & cake decorations. Includes matchbox with colored tips! A unique and fun gift, perfect for adding to a birthday card.



L Cheers Champagne Flutes Signature \$30.98 + \$9.64 Shipping. Share in the joy when you send this set of champagne flutes! Packaged in our signature wrapping, your gift is delivered in a craft colored gift box, with decorative crinkle paper and ribbon.



M Forget Me Not Flower Seeds. \$0.87 + \$1 processing fee in addition to postage (Seed packet will be added to Heartfelt card you choose). This flower charms hearts with its vivid beauty. Gift these seeds and you won't be forgotten.