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If any records **do exist in GM or ASP**, the lead must be sent down to the ATNY Sales Rep for "First Right of Refusal". In Outlook send an email to the Assigned Rep saying:  
  
**Subject Line:**  
Any deals in progress with [Organization Type]  
  
**Email Body:**  
Hi [Sales Rep Name],  
  
We have recently received a [Quote / Demo / Reseller / Etc.] request from a contact with [Organization Name]. Typically, an organization like this would be sent down to Advantage Channels, however, I see in GM that you are the Account Manager for this organization.  
  
Do you have any deals in progress with this organization? If so, we will send down to GoldMine to be assigned to you. If not, we will go ahead and send down to Advantage Channels for assignment.  
  
Best,  
  
[Email Signature]

**If an organization is qualified to be sent to Advantage Channels, it is imperative that you double check there are no associated records with ATNY Sales. Often, these organizations are large and the final End User that is a CClient may not be part of the same organization as the lead requesting contact.**

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