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| [NAME OF COMPANY] COMMUNICATIONS | | | | | | | | | | | |
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| To |  | | | | | | | | | | |
| Date |  | | | | | | Time | | |  | |
|  |  | | | | | |  | | |  | |
| URGENT? | | YES | | | | | | NO | | | |
|  | |  | | | | | |  | | | |
| While you were out | | | | | | | | | | | |
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| Mr.| Ms.| Mrs.| Miss | | |  | | | | | | | | |
| Of | | | | | | | | | | | |
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| Telephone number | | | |  | | | | | ext. |  | |
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| TELEPHONED | | | | |  | PLEASE CALL | | | | |  |
| CAME TO SEE YOU | | | | |  | WILL CALL AGAIN | | | | |  |
| WANTS TO SEE YOU | | | | |  | RETURNED YOUR CALL | | | | |  |
|  | | | | | | | | | | | |
| Message | | | | | | | | | | | |
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| Taken by | | | | | | | | | | | |