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