

Who	Person's name, title and phone number
When	Date, time and place of contact
What you wanted	A few words about the purpose of the call
What you were told	A short description of what you were told
Notes	Other information that is important or useful
Who	
When	
What you wanted	
What you were told	
Notes	

Who	
When	
What you wanted	
What you were told	
Notes	
Who	
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What you wanted	
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Notes	