



TOP GLOVE GROUP OF COMPANIES
TOP QUALITY, TOP EFFICIENT AND GOOD HEALTH

TELEPHONE CALL REPORT FORM

(Borang ini hendaklah diisi oleh penerima panggilan)

Name of person receiving telephone call: _____

Time: _____ Date: _____

Origin of Call

☐ Local ☐ Long Distance ☐ Internal (from within building) ☐ Public Telephone

Caller's Identity

Sex: _____ Approximate Age: _____ Language Spoken: _____

Voice Characteristics

(Please tick (/) whichever applicable)

☐ Loud ☐ Soft ☐ High-pitched ☐ Deep
☐ Raspy ☐ Pleasant ☐ Others

Speech

☐ Fast ☐ Slow ☐ Distinct ☐ Distorted
☐ Stuttering ☐ Pleasant ☐ Slurred ☐ Other

Background Noise

☐ Bedlam ☐ Quiet ☐ Distinct ☐ Train
☐ Music ☐ Voices ☐ Slurred ☐ Aircraft
☐ Animals ☐ Office Machines ☐ Factory Machines ☐ Street Traffic
☐ Party Atmosphere

Accent

☐ Local ☐ Foreign ☐ Regional ☐ Colloquial
☐ Not Local

Manner

☐ Angry ☐ Intoxicated ☐ Calm ☐ Irrational
☐ Coherent ☐ Laughing ☐ Deliberates ☐ Obscene
☐ Emotional ☐ Proper ☐ Foul ☐ Rational
☐ Incoherent ☐ Righteous

Command of Language

☐ Excellent ☐ Good ☐ Fair ☐ Poor

Did the caller appear familiar?

Write out the message in its entirety as well as any other comments you may have.

Caller's exact words:

Comments:

Action To Take Immediately After Call:

Notify the follow persons in order given:

Name:

Phone No:

Name:

Phone No:

Name:

Phone No:

Note:

At this instance, DO NOT PANIC. Try to be calm and discuss call with TG management