



# Phone Log Sheet

## *Company Called:* \_\_\_\_\_

Use a log sheet for each company you communicate with.

**Date of Call:** \_\_\_\_\_ **Time of Call:** \_\_\_\_\_

**Operator Name:** \_\_\_\_\_ **Operator ID:** \_\_\_\_\_

**Notes:**

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**Date of Call:** \_\_\_\_\_ **Time of Call:** \_\_\_\_\_

**Operator Name:** \_\_\_\_\_ **Operator ID:** \_\_\_\_\_

**Notes:**

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**Date of Call:** \_\_\_\_\_ **Time of Call:** \_\_\_\_\_

**Operator Name:** \_\_\_\_\_ **Operator ID:** \_\_\_\_\_

**Notes:**

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