## While You Were Out Messages

From:		From:		
Date:	Time:	Date:	Time:	
Priority: ☐ High ☐ Normal ☐ Low		Priority: ☐ High ☐ Normal ☐ Low		
Mr / Mrs		Mr / Mrs		
☐ Called for you	☐ Returned your call	☐ Called for you	☐ Returned your call	
☐ Stopped in to see you		☐ Stopped in to see you		
Message		Message		
☐ continued on back			☐ continued on back	
Contact Information		Contact Information		
☐ Work Phone:		☐ Work Phone:		
☐ Cell Phone:		☐ Cell Phone:		
□ Email:		□ Email:		
☐ They will call again		☐ They will call again		
From:		From:		
Date:	Time:	Date:	Time:	
Priority: ☐ High ☐ Normal ☐ Low		Priority: ☐ High ☐ No	Priority: ☐ High ☐ Normal ☐ Low	
Mr / Mrs		Mr / Mrs		
☐ Called for you	☐ Returned your call	☐ Called for you	☐ Returned your call	
☐ Stopped in to see you		☐ Stopped in to see you		
Message		Message		
☐ continued on back			☐ continued on back	
Contact Information		Contact Information		
☐ Work Phone:		☐ Work Phone:		
☐ Cell Phone:		□ Cell Phone:		
			□ Email:	
□ Email:		□ Email:		