URGENT ○

For _____

Date _____ Time _____ ☐ A.M. ☐ P.M.

WHILE YOU WERE OUT

M _____

Of _____

Phone _____

Call / Fax _____

- Telephoned
- Came to see you
- Returned your call
- Please call
- Will call again
- Wants to see you

Message

_____

_____

_____

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