

# TELEPHONE MESSAGE

For: \_\_\_\_\_

## CALLER INFORMATION:

Mr.  Ms.  \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> Called for you        | <input type="checkbox"/> Please call back |
| <input type="checkbox"/> Returned your call    | <input type="checkbox"/> Will call back   |
| <input type="checkbox"/> Let a message (below) | <input type="checkbox"/> Needs to see you |
| <input type="checkbox"/> Sent an Email         | <input type="checkbox"/> Sent a Fax       |

Message \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_