









Telephone notes

<p>Name of the person you spoke to:</p> 		<p> Date you rang:</p>
<p>Job Title of person</p> 		
<p>Organisation they work for:</p> 		
<p> Telephone:</p>		
<p> e-mail:</p>		
<p>What is the call about?</p> 		
<p>What did you talk about?</p> 		
<p>What needs to be done next?</p> 