COMPANY NAME
RECORD OF CONVERSATION

With: _____ Of: _____

File: _____ By: _____

Date: ___/___/___ Time Begun _____ Time Ended _____ Duration _____

☐ Telephone-Number ( )_____ ☐ Personal Conference

☐ I called ☐ They called me Location _____ ☐

I returned call ☐ They returned call

Others Present: _____

Purpose: _____

Major Issues Discussed: _____

_____

_____

_____

_____

_____

_____

_____

_____

Copies To: _____

Further Action Required ☐ By Whom _____ Deadline _____

What Action: _____

_____

Report When Further Action Completed ☐ To: _____

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