

Phone call notes

Date		Time	
Call	☐ incoming ☐ outgoing	For	
Name		Company	
Phone		Email	
Reason for call			
Discussed / key details			
Agreed			
Call back	☐ requested ☐ urgent ☐ not needed		
Call back by		Passed on to	

Next steps

Action	Owner	Due	Done
			☐
			☐
			☐
			☐
			☐

Taken by		Completed on	
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