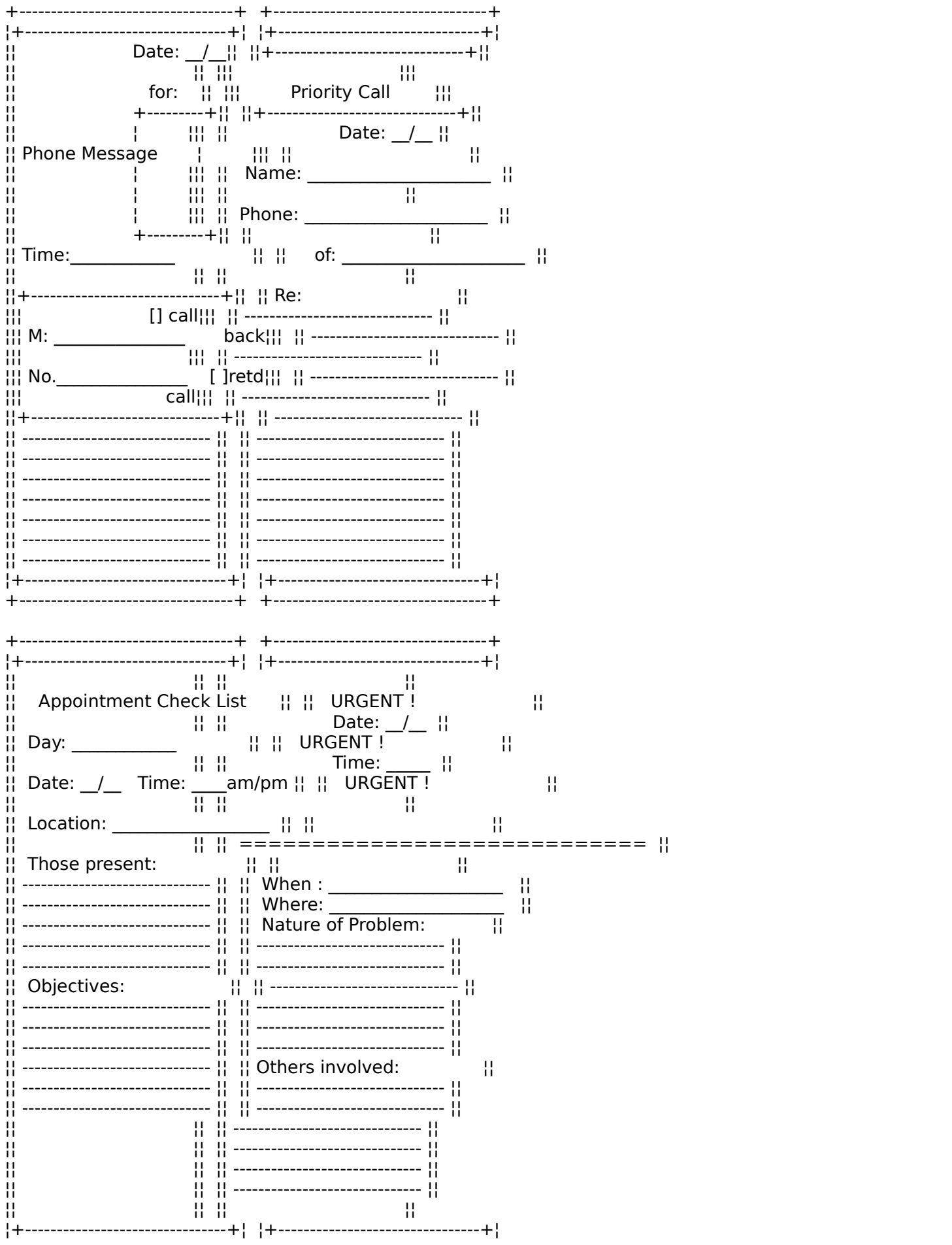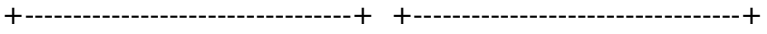
Date: __/__
for:
Priority Call
Date: __/__
Phone Message
Name: _____
Phone: _____
Time:_____
of: _____
Re:
[] call
back
M: _____
No._____
[ ]retd
call
Appointment Check List
URGENT !
Date: __/__
Day: _____
URGENT !
Time: _____
Date: __/__ Time: ____am/pm
URGENT !
Location: _____
When : _____
Where: _____
Nature of Problem:
Objectives:
Others involved: