

## Planning Return Calls

*Date and time* \_\_\_\_\_

*Person called* \_\_\_\_\_

*Phone number (with area code and country code if necessary)* \_\_\_\_\_

*Reason for call* \_\_\_\_\_

\_\_\_\_\_

*Person who took call* \_\_\_\_\_

*Message left* \_\_\_\_\_

\_\_\_\_\_

*Follow-up required* \_\_\_\_\_

\_\_\_\_\_