

To \_\_\_\_\_  **URGENT**

A.M.

Date \_\_\_\_\_ Time \_\_\_\_\_ P.M.

### WHILE YOU WERE OUT

From \_\_\_\_\_

Of \_\_\_\_\_

Phone \_\_\_\_\_  
Area Code                      Number                      Ext.

Fax \_\_\_\_\_  
Area Code                      Number

Telephoned	
Came to see you	
Returned your call	

Please Call	
Wants to see you	
Will call again	

Message \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_

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