

Phone call notes

Date and time: _____
[Month D, YYYY], [time]

Caller: _____
[name, company]

Number: _____
[phone number]

Reason for the call: _____
[one line]

Message: _____
[what they need]

Call back by: _____
[day and time]

Taken by: _____
[your name]

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Phone call notes · support line

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Caller: _____
[name, company]

Number: _____
[phone number]

Ticket ID: _____

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Message: _____
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Resolution: _____

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