**SAMPLE CALL LOG TEMPLATE **

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| **COMPANY NAME AND ADDRESS** |  |  |  |  |
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| **NAME AND TITLE** |  |  |  |  |  |
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| **TIME PERIOD** |  |  |  |  |
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|  |  |  |  |  |  |  |
| **TIME OF CALL** | **FROM/TO** | **NAME** | **DURATION OF CALL** | **CONTACT NUMBER** | **ACTION TO BE TAKEN** | **NOTES** |
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