

To _____ **URGENT**

Date _____ Time _____ **A.M.**
P.M.

WHILE YOU WERE OUT

From _____

Of _____

Phone _____

Area Code

Number

Ext.

Telephoned	
Came to see you	
Returned your call	

Please call	
Wants to see you	
Will call again	

Message _____

Signed: _____