## **While You Were Out Messages**

From:		]	From:	
Date:	Time:		Date:	Time:
Priority: ☐ High ☐ Normal ☐ Low			Priority: ☐ High ☐ Normal ☐ Low	
Mr / Mrs			Mr / Mrs	
☐ Called for you	☐ Returned your call	1	☐ Called for you	☐ Returned your call
☐Stopped in to see you		1	☐ Stopped in to see you	
Message		1	Message	
		1		
		1		
	☐ continued on back	1		☐ continued on bac
Contact Information		1	Contact Information	
□Work Phone:		1	☐Work Phone:	
☐Cell Phone:		1	☐ Cell Phone:	
□Email:		]	□ Email:	
☐They will call again		1	☐ They will call again	
From:		]	From:	
Date:	Time:	1	Date:	Time:
Priority: ☐ High ☐ Normal ☐ Low			Priority: ☐ High ☐ Normal ☐ Low	
Mr / Mrs			Mr / Mrs	
☐ Called for you	☐ Returned your call	1	☐ Called for you	☐ Returned your call
☐Stopped in to see you		1	☐ Stopped in to see you	
Message		]	Message	
		]		
	☐ continued on back	1		☐ continued on bac
Contact Information		1	Contact Information	
Contact information				
□Work Phone:			□Work Phone:	
			☐ Work Phone: ☐ Cell Phone:	
□Work Phone:				
□Work Phone: □Cell Phone:			☐ Cell Phone:	