

# COMMUNICATIONS LOG

PHONE CALLS, VOICE MAILS, FAXES, E-MAILS, CHAT, SKYPE MEETINGS

For the Month of \_\_\_\_\_

#	DATE	TIME ON	TYPE	TIME OFF	CONTACT PERSON/LOCATION	POSITION	PHONE NO.	SPECIFIC REASON FOR CALL	RESOLUTION
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									