

Phone Message Log

administrativeassistant.net

Phone Message Log

Date: ____ Time: ____

For

Caller Information

Field

Details

Name

Company

Phone

Email

Message Type

- ☐ Urgent – Call back ASAP
- ☐ Please return call
- ☐ Will call back
- ☐ Returned your call
- ☐ For your information only
- ☐ Please see me about this

Message

Provide message details below:
