


Communication and teams



Sample phone message form

 MESSAGE	Date: 25/7/14
For: Robert	Time of call: 2pm
Who called: Sue Simpson	Telephone no: 9444 444
From: Simpson Engineering	
<input checked="" type="checkbox"/> Wants you to phone back <input type="checkbox"/> Will phone later	
Message: Wants to know whether the bearings have arrived yet. She needs to know today. Please phone her back before 5 pm	
Message taken by: Sam	