

Contact Log

CONTACT LOG

Date: _____ dd / mm / yyyy Time and Duration: _____

Contact Method

- ☐ Phone Call (outgoing)
- ☐ Phone Call (incoming)
- ☐ Voicemail Left
- ☐ Text Message
- ☐ Email
- ☐ In-Person Conversation
- ☐ Mail/Letter
- ☐ Other

Contact Person and Relation to Client: _____

Purpose of Contact and Outcome