

# Phone Call Log Form

**Caller Name**

**Caller Phone Number**

**Date & Time of Call**

**Call Received By**

**Reason for Call / Summary**

**Call Outcome**

 Select ▼

**Follow-Up Action Needed**

**Follow-Up Responsible Person**

**Follow-Up Date & Time**

**Follow-Up Status**

 Select ▼

**Submit Log**