

# Phone Call Log Form

This **phone call log form** sample helps users efficiently record details of each call, including caller information and the call duration. It is designed for easy tracking and management of phone conversations for personal or business use. Utilizing this form ensures accurate documentation of all phone activities.

**Date of Call:**

**Time of Call:**

**Caller Name:**

**Phone Number:**

**Call Recipient:**

**Call Duration (minutes:seconds):**

 e.g., 12:35

**Purpose of Call:**

**Notes / Action Items:**

**Handled By:**

**Save Call Log**