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|  | **CLIENT CALL LOG TEMPLATE** |
| **John Smith** | **mm/dd/yyyy to mm/dd/yyyy** |
| NAME | PERIOD COVERED |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Start****Tune** | **End** **Time** | **Total****Time** | **Client Name** | **Contact No.** | **Action Item** | **Note** |
| mm/dd/yyyy | 10:00 AM | 11:15 AM | 1:15 | Helen Hunts | 1-202-555-142 | Call again | In a meeting. |
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