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|  | **EMPLOYEE CALL OFF LOG TEMPLATE** |

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| EMPLOYEE ID | EMPLOYEE NAME | | | DEPARTMENT | | |
| **829864** | **John Smith** | | | **Sales Department** | | |
|  |  | | | |  | |
| **Number Called** | **Date** | **Time** | **Duration Minutes)** | **Purpose** | | **Call Type** |
| 1-202-555-142 | mm/dd/yyyy | hh:mm AM | hh:mm | Follow up on Purchase Order | | Overseas |
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