

Office of the Mayor

TELEPHONE MESSAGE

To _____

Name _____

Telephone No. _____

- | | |
|--|---|
| <input type="checkbox"/> Wants you to call | <input type="checkbox"/> Is here to see you |
| <input type="checkbox"/> Returned your call | <input type="checkbox"/> Came by to see you |
| <input type="checkbox"/> Left the following message: | |

Mr. Sweat

Copies have been sent. Do you need this or is it to be filed?

Joyce
File

Date: _____ Time _____ a. m. / p. m.

By _____