CONFERENCE RECORD

Conference With	By Telephone	In Person
☐ Client	☐	☐
☐ Staff	☐	☐
☐ Other	☐	☐
☐ Other	☐	☐

Date: _____

Subject Matter/File:_____

_____

_____

Spoke With (Call To; From: Returning Call To)**:** _____ **My Notes (Initials: _____)**

WHAT I SAID/INSTRUCTED/REQUESTED	WHAT THEY SAID/REQUESTED/ASKED

Things To Do / Calendar:_____

_____

_____

Conference Reminder Notes (Remember To Discuss):

_____

_____

© Nancy Byerly Jones 2010
Email: nbj@nbjconsulting.com / Website: www.lawbusinesstips.com