

REPORT OF CONVERSATION

MEMORANDUM OF:

TELEPHONE CALL

VISIT

Between

MEMBER OF CONGRESS

Senate House

OTHER

And

**DEPARTMENT OF
COMMERCE
OFFICIAL**

Name and mailing address:	State:	<input type="checkbox"/> They called/visited <input type="checkbox"/> We called/visited
Office of:	Phone No.	

Name:	Date of call/visit:	Time:
Office/Division:		

SUBJECT: _____

WHAT WAS SAID: _____

PROBLEMS RAISED (If any): _____

_____	<i>Initials</i>
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REFERRED TO: _____

ACTION REQUESTED: _____

_____	<i>Initials</i>
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ACTION TAKEN: _____

_____ <input type="checkbox"/> ADVISE ME OF ACTION TAKEN	<i>Initials</i>
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ADDITIONAL COMMENTS: _____

_____	<i>Initials</i>
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