

RECORD OF TELEPHONE CALL OR OFFICE VISIT

RECORD OF: TELEPHONE CALL OFFICE VISIT DATE: _____

SUBJECT: _____

PERSON(S) CONTACTED: _____

LOCATION: _____ PHONE: _____

MESSAGE: _____

FOLLOWUP ACTION NEEDED: _____

RURAL DEVELOPMENT EMPLOYEE: _____
(Name)

(Title)

COPIES TO: STATE DIRECTOR RURAL
DEVELOPMENT MANAGERS
COMMUNITY DEVELOPMENT MANAGERS
OTHER(S): _____