**DAILY CLIENT CALL LOG TEMPLATE**

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| --- | --- | --- | --- | --- | --- | --- |
| **ASSOCIATE NAME:-** | | |  |  |  |  |
| COMPANY NAME | | |  |  |  |  |
| ADDRESS LINE 1 | | |  |  |  |  |
| ADDRESS LINE 2 | | |  |  |  |  |
| PHONE | | |  |  |  |  |
| EMAIL | | |  |  |  |  |
|  |  |  |  |  |  |  |
| **DATE** | **TIME OF CALL** | **CLIENT NAME** | **COMPANY NAME** | **NATURE OF DISCUSSION** | **ACTION TO BE TAKEN** | **NOTES** |
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