



FORM 9145-168

- MEMO OF CALLS
- URGENT
- DIRECTION TAG

To \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Room No. \_\_\_\_\_ Tube No. \_\_\_\_\_

Mr. \_\_\_\_\_

of \_\_\_\_\_

Phone \_\_\_\_\_

TELEPHONED		PLEASE PHONE	
WAS IN TO SEE YOU		WILL PHONE AGAIN	
WOULD LIKE TO SEE YOU		WILL RETURN	
RETURNED YOUR CALL			

- For Your Information
- For Your Comment
- Attach File
- For Your Approval
- Please Take Up With Me
- For Voucher
- Per Our Conversation
- Note and Pass
- Please Return
- Please Advise Status
- Please Handle
- For Recommendation And Return
- For Your Signature
- Please File
- \_\_\_\_\_
- Per Your Request
- Note and Return

Remarks \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Signed \_\_\_\_\_