Voicemail Log Template

Reference / solved example

Transfer this invented example to the matching fields in the blank form: Date / time: 10 Nov 09:10; Caller: Alex; Message: Confirm time; Callback: 11:00; Done: leave blank.

Answer: Date / time = 10 Nov 09:10; Caller = Alex; Message = Confirm time; Callback = 11:00; Done = blank.

Date / time	Caller	Message	Callback	Done
10 Nov 09:10	Alex	Confirm time	11:00	

Keep each item in its labelled field. Leave unspecified or unfinished items blank.

Check: Compare every field with the scenario; do not mark an unfinished item done.