Contact: Name of person you talked to: Direct line of person you talked to: Date ordered: Email of person you talked to: Item ordered: Order Number:	Date:	<u> </u>	
Account number: Direct line of person you talked to: Email of person you talked to: Item ordered: Order Number: Confirmation Number:	Phone number:		
Date ordered: Email of person you talked to: Item ordered: Order Number: Confirmation Number:	Contact:	Name of person you talked to:	
Item ordered: Order Number: Confirmation Number:	Account number:	Direct line of person you talked to:	
Order Number: Confirmation Number:	Date ordered:	Email of person you talked to:	
Confirmation Number:	Item ordered:		
	Order Number:		
Other notes (including previous calls/contacts)	Confirmation Number:		
	Other notes (including previous calls/contact	ts)	
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