

# Sample Communications Log

Date: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Org. Name: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Discussion:**

initial       follow-up  
 other \_\_\_\_\_

**Type:**

phone       meeting       mail       presentation  
 other \_\_\_\_\_

**Contact Type:**

business     rider     driver     partner organization     refer riders  
 donations       recruit drivers  
 other \_\_\_\_\_

**Purpose/Outcome:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Note: This log format can be adapted for documentation within a software program.*