File note

DATE: **START TIME:** **am/pm**

PHONE / MEETING (circle) **END TIME:** **am/pm**

WITH:

AUTHOR: [your name]

PROPERTY:

Author's Signature:

Action Points:

- ☐ _____
- ☐ _____
- ☐ _____

Author's Signature:

Action Points:

- ☐ _____
- ☐ _____
- ☐ _____