

CONVERSATION RECORD

DATE

TIME

TYPE

VISIT

CONFERENCE

TELEPHONE

ROUTING

NAME/SYMBOL

INT

Location of Visit/Conference:

NAME OF PERSON(S) CONTACTED OR IN CONTACT WITH YOU

Dr. W. WHITE

ORGANIZATION (Office, Dept., Bureau, etc.)

Potomac Constr.

INCOMING

OUTGOING

TELEPHONE NO.

*304
263-3327*

SUBJECT

263-1500 X12-3

SUMMARY

① What machines do you ^{use} have now?

*2 gauges - 341B series
3200 series*

② Audit programs - Will be reviewed by Management & corrective action taken where necessary.

③ Non-routine maintenance to be done by authorized service agency.

ACTION REQUIRED

NAME OF PERSON DOCUMENTING CONVERSATION

SIGNATURE

DATE

ACTION TAKEN

SIGNATURE

TITLE

DATE

