

Telephone Attendance Note

Complaint

Matter Number:	{ MERGEFIELD client_no } \ { MERGEFIELD matter_no }
Date and Time:	{ SET LETTER { DATE \@ "d MMMM yyyy" } } \ { LETTER \@ "d MMMM yyyy" }
From:	
To:	

Date of Complaint:	
Matter Concerned:	
Fee Earner:	
Member of staff Concerned:	