

Ordinary Appointment Preparation

FOUR WORKSHEETS / ONE FOCUSED SECTION PER PAGE

Date / reference: _____

Identify the appointment

Purpose

Confirmed date

Confirmed time

Location reference

Ordinary Appointment Preparation

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Prepare the materials

Document to bring

Object to bring

Example needed

Instructions location

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List the questions

Main question

Detail to clarify

Demonstration requested

Information to obtain

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Record the outcome

Answer received

Material supplied

Action still needed

Next appointment note
