# TCC Contact Record

<table>
<thead>
<tr>
<th>Phone</th>
<th>Email</th>
<th>In Person</th>
<th>Date:</th>
</tr>
</thead>
</table>

What you are contacting them about:

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Contact Name: 

Company/Organization: 

Phone: 

Fax: 

Email: 

Other: 

(Note: Attach business card to this sheet if given.)

Did you speak to your Contact? **Yes**  **No**  
If ‘No,’ write down who you spoke to: 

NOTES:

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Follow Up/Action Required: 

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