**Communication Log**

H-106 TECH TOWN, EAST-98 Eden Gardens

Call: +1 234-5678 Fax: 444-4444-5555 Email: abc@communicationlog.com

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| --- | --- | --- | --- | --- |
| Date | Time | Contact Information | | Description of Activity |
| 26-07-2021 | 10:45 AM | **To** | Ferguson Ltd | Product delivery information |
| 26-07-2021 | 11:13 AM | **To** | Jennifer | Sales distribution record handling |
| 27-07-2021 | 11:58 AM | **From** | Darkish Textile | Order received |
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