

● TO

ROOM/STA. NO.

● FROM

● REPRESENTING

DATE

TIME

PHONE

CALNET

E-MAIL/PROFS

TELEPHONED

PLEASE CALL/E-MAIL

WAS IN

RETURNED CALL

WILL CALL AGAIN

WANTS TO SEE YOU

INFORMATION

NOTE AND RE-ROUTE

REPLY

COMMENT

NOTE AND RETURN

MY SIGNATURE

INVESTIGATE

NOTE AND FILE

COPY ME

CONTACT ME

FOR SIGNATURE

FORWARDED PER  
REQUEST

● MESSAGE/REMARKS

● BY



**MESSAGE TRANSMITTAL**

STD. 7 (REV. 5-96)

STATE OF CALIFORNIA  
FORMS MANAGEMENT