**Recall Communication Record Form**

**Today’s Date:**

**Prepared by:**

**Date and Time of Communication:**

**Discussion participants:**

**Reason:**

**Article Number:**

**Product Description:**

**Lot Number:**

**Additional Details: (May Indicate Complaint no. or Recall no.)**

**Method of Conversation (check one):**

Phone Voice Phone Text Facsimile Email

**Communication Summary:**

***To be completed by preparer:***

**Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**