Long Distance Phone Log - Put a log sheet at each phone. Log all long distance (1 plus) phone calls which were not toll free (1-800, etc). Include faxes as well as voice calls. At the end of each month, put the log into the Invoices slot and begin a new log.

Branch/Department: _____ **Month/Year:** _____

Library Business Calls **Personal Calls**

Date	Number Called	Your Name		Date	Number Called	Your Name