



Call Log Sheet

1 2
Vendor: _____ **Specialist:** _____
3 4 5 6

Date	Phone #	Person Contacted	Results
2/15/99	555-555-1234	Joe Smith	Initiated call and faxed RFI form
3/1/99	555-555-1234	Joe Smith	Reviewed questions listed below

Verification Questions

- 7 1. Are the models in use current or have they been made obsolete or redesigned due to better technology?
Models are still current
2. Are any of the manuals a one-time issue that will never be revised?
No
3. Do current revisions of publications pertain to the installed models currently in use? If not, to what versions of the equipment do they apply to and how is that determined?
Yes
4. Is the publication(s) generic or written for a specific model used in a specific application?
Generic
5. Are service advisory letters, errata or information notices ever issued?
No
6. If the initial document is a product bulletin or sales slip, what maintenance and operating instructions are available?
NA