# Record of Personal Long Distance Phone Calls

**Instructions:**

1. Please type or print in ink.
2. Complete for all personal long distance phone calls only.
3. Submit two copies to the Pay Station by the 5th of each month for all personal calls made during the previous month.

**Employee Name** ___________________________  **Ext. #** _______  **Room #** _______

**For Month Of** ___________________________  **Year** _______

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<th>Date</th>
<th>Area Code</th>
<th>Phone #</th>
<th>Station – S</th>
<th>Collect – C</th>
<th>City</th>
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**Total Amount Due** $ __________

I certify that this is an accurate account

**Signature** ___________________________  **Date** ___________________________

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**FOR FINANCIAL SERVICES USE ONLY

PERSONAL TELEPHONE CHARGES**

Your personal telephone charges are listed above. Please remit the total amount due within ten days from the date of this notice. Send to the Pay Station, Room 3110 or call Ex. 4292 if you have questions. Thank you.

**Invoice Date** ___________  **Amount Due** ___________