



# TELEPHONE CONVERSATION

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**DATE:** ..... **TIME:** ..... **WORK ORDER:** .....

**BETWEEN:** ..... **AND:** .....

**SUBJECT:** .....

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**COPIES TO:** L. Wrona  
C. Hildebrand

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*“This is a request for information only. A purchase order or contract (if any) will be awarded only after SAIC-F follows Federal Acquisition Regulations including, in most cases, full and open competition. The information provided in no way obligates the government, SAIC-Frederick or the vendor to any further action and will not entitle the vendor to preferential treatment in any competitive solicitation ”*

Type the results of your conversations here. Save the form in the work order folder and email to the Engineering Manager and Contracts Manager