



OP III

Reception Records

Complete the “Register of Callers” from the information given below using today’s date:

1. Hala Faisal from ABC Bank was in at 8:25 am to see the purchase manager, and left at 9:00 am.
2. Hussain Moh'd from AlAhliya University came to see the personal manager at 9:00 am and left after 35 Minutes.
3. Jaber Sami from Ithmaar Company came to see the account manager at 9:30 am and left at 10:00 am.

Register of Callers

Date	Caller's Name	Company	Time of Arrival	Seen by	Signature	Time of Departure	Remarks

Done by: Mrs. Shaikha AlFudhala