

CONVERSATION COORDINATION RECORD

CONTROL/REFERENCE NUMBER

DATE

TIME

SUBJECT OR OTHER IDENTIFICATION

COORDINATION EFFECTED WITH

NAME AND TITLE

ADDRESS OR OFFICE SYMBOL

PHONE

SUMMARY OF CONVERSATION(S) (if additional space is required use reverse side)

FUTURE ACTION REQUIRED

FOLLOW-UP DATE

SIGNATURE AND OFFICE SYMBOL

REVIEWED BY (if applicable)

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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).