

_____ has an appointment
at _____ A.M./P.M. on the _____ (date) of _____ (month), which
is a Monday Tuesday Wednesday Thursday Friday Saturday Sunday
with _____
at _____ (location).

If you are unable to keep your appointment, please cancel it at least 48 hours
in advance by calling _____ (name)
at _____ (number). If you have an emergency,
call _____ (name)
at _____ (number).

FORM 21. Appointment card or slip. From *The Paper Office*. Copyright 2003 by Edward L. Zuckerman. Permission to photocopy this form is granted to purchasers of this book for personal use only (see copyright page for details).