

What you need:

· Good quality A4 paper

Instructions:

- 1. Add names and numbers in the spaces indicated
- 2. In your printer settings, make sure colour is set to "Colour" and quality is set to "Quality"
- 3. Print and keep near your phone or fax

Epson Tip: create a list of useful numbers, print multiple copies and distribute them to colleagues



PHONE LIST

Name	Phone	Fax



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