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| **Daily Appointment Calendar**  **Month:** | | | | |
| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Monday** |  | Meetings |  | Formal suit required |
|  |  | Social meet |  | Need to be there half an hour earlier than scheduled time |
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| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Tuesday** |  |  |  |  |
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|  |  | Business meet |  |  |
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| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Wednesday** |  |  |  |  |
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|  |  | Local Seminar |  |  |
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| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Thursday** |  |  |  |  |
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|  |  | Traders meet |  | Patent purchase required |
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| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Friday** |  |  |  |  |
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| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Saturday** |  |  |  |  |
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| **Day** | **Time** | **Appointment** | **Phone number** | **Notes** |
| **Sunday** |  |  |  |  |
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| **Please note:**   * **This is for official use only.** * **Please follow the office events and mark them on your appointment calendar** * **Do not use this for personal use.** * **You will require to consult your superior for any change in daily appointments** * **There is no need to cross reference required to be done with the superiors.** * **Please follow appointment list as stated** | | | | |