Ashford Business Services Ltd

Vendor Communication Log

Item	Detail
Supplier legal name	Sarah Mitchell
Goods or services covered by this log	Goods or services covered by this log
Name of internal owner of this log	James Patel
Log period start date	9 November 2026
Log period end date	9 November 2026
Contract or order reference	JOB-1042

1. Key contacts

Record the contacts used for this supplier, so anyone picking up the log can reach the right person without searching through past messages.

Role	Name	Email address	Telephone number	Notes
Supplier account contact	Sarah Mitchell	sarah.mitchell@ashford-business-services.co.uk	01632 960 123	Notes on supplier account contact as agreed at the meeting.
Supplier operational contact	Sarah Mitchell	sarah.mitchell@ashford-business-services.co.uk	01632 960 123	Notes on supplier operational contact as agreed at the meeting.
Internal owner	James Patel	james.patel@ashford-business-services.co.uk	01632 960 123	Notes on internal owner of this log as agreed at the meeting.
Internal finance contact	Sarah Mitchell	sarah.mitchell@ashford-business-services.co.uk	01632 960 123	Notes on internal finance contact as agreed at the meeting.

2. Communication log

Ashford Business Services Ltd

Log every material contact in date order, as soon as it happens. Record decisions and commitments in the summary column, not only that a contact took place, so the log can be relied on later. Add or remove rows to fit the number of contacts in the period.

te	Method of contact	Contacted by and with	Subject	Summary, decisions, and commitments	Follow-up action	Owner of follow-up	Follow-up due date	Status
lovember 26	Method of communication one	Sarah Mitchell	Subject of communication one	Summary, decisions, and commitments from communication one as agreed at the meeting.	Follow-up action from communication one as agreed at the meeting.	James Patel	23 November 2026	Status of follow-up action one agreed at t meeting.
lovember 26	Method of communication two	Sarah Mitchell	Subject of communication two	Summary, decisions, and commitments from communication two as agreed at the meeting.	Follow-up action from communication two as agreed at the meeting.	James Patel	23 November 2026	Status of follow-up action two agreed at t meeting.
lovember 26	Method of communication three	Sarah Mitchell	Subject of communication three	Summary, decisions, and commitments from communication three as agreed at the meeting.	Follow-up action from communication three as agreed at the meeting.	James Patel	23 November 2026	Status of follow-up action thre as agreed the meetir
lovember 26	Method of communication four	Sarah Mitchell	Subject of communication four	Summary, decisions, and commitments from communication four as agreed at the meeting.	Follow-up action from communication four as agreed at the meeting.	James Patel	23 November 2026	Status of follow-up action fou as agreed the meetir

3. Summary for this log period

Summary item	Detail
Total number of contacts logged	£45.00
Number of follow-up actions still open	Number of follow-up actions still open as agreed at the meeting.
Date of most recent contact	9 November 2026
Most important open follow-up action	Description of the most important open follow-up action as agreed at the meeting.
Owner of the most important open follow-up	James Patel

action	
Due date of the most important open follow-up action	23 November 2026
Recurring issue identified in this period, if any	November 2026

Escalation: any follow-up action that passes its due date without completion must be escalated to Sarah Mitchell and the escalation recorded as a new log entry above.