



NAME _____

DATE _____

OFFICE BUDDY SHEET

While out of town or in my absence, the following RHR associate(s) in the following order are to service all my calls, clients and customers:

1.) _____

2.) _____

3.) _____

In case of an **EMERGENCY**, please notify: _____

Phone number _____

or

_____ Phone number _____

EXTREMELY IMPORTANT !!!

PLEASE COMPLETE, DATE AND FILE THIS FORM
ALPHABETICALLY IN THE **MASTER BUDDY BOOK** LOCATED IN
THE OPPORTUNITY ROOM IMMEDIATELY!