# Exporting Contact Notes

This article applies to:

[Max Classic](#)

There are two types of Contact notes in Max Classic, **Person Notes**, which is simply a text box where you can add some quick information about a contact and **Task Notes**, which are actual date/time stamped notes on the contact record.
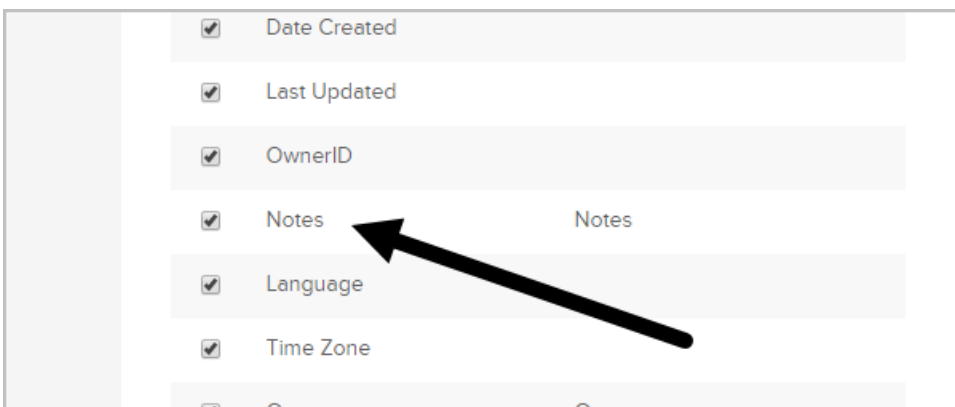
1. [Export Person Notes](#)
2. [Export Task Notes](#)

Export Person Notes

Person Notes is located at the top of the contact record under the **Person Notes** tab
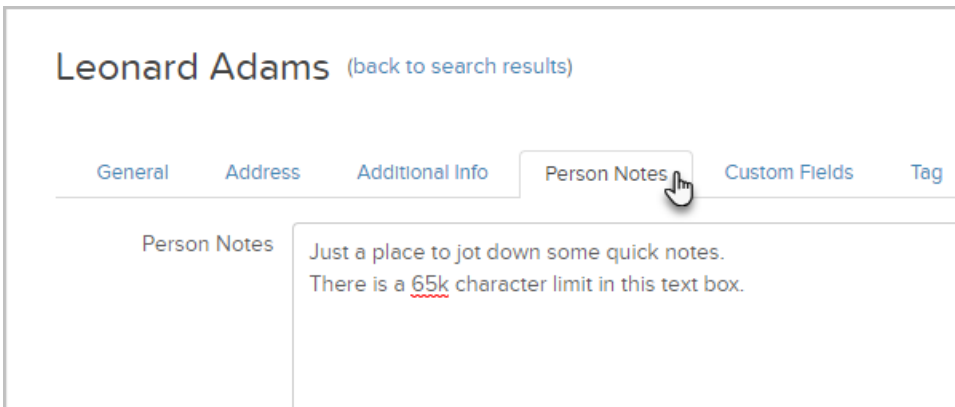
To export **Person Notes**, you can perform a [contact search](#), choose the contacts that you want to [export](#) and make sure the **Notes** option is checked.
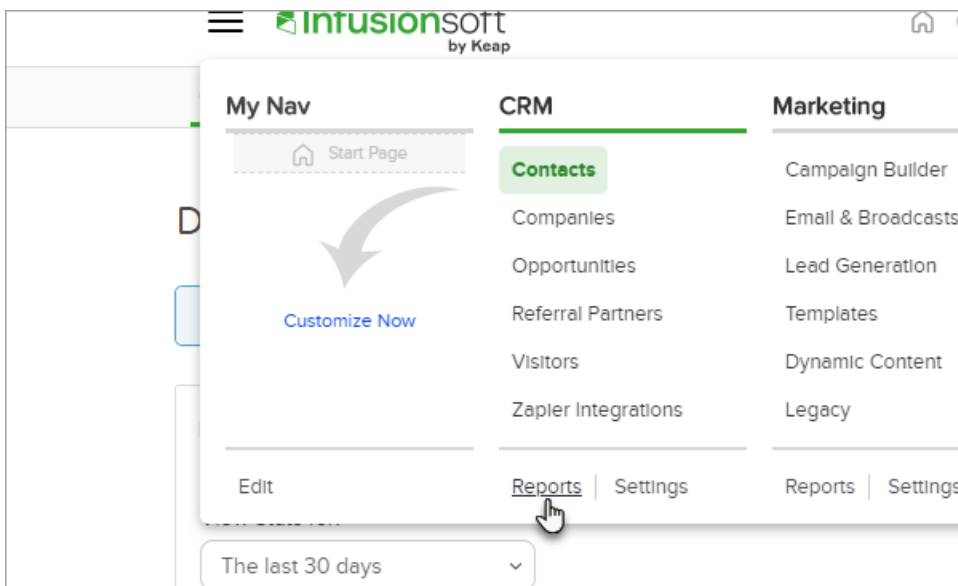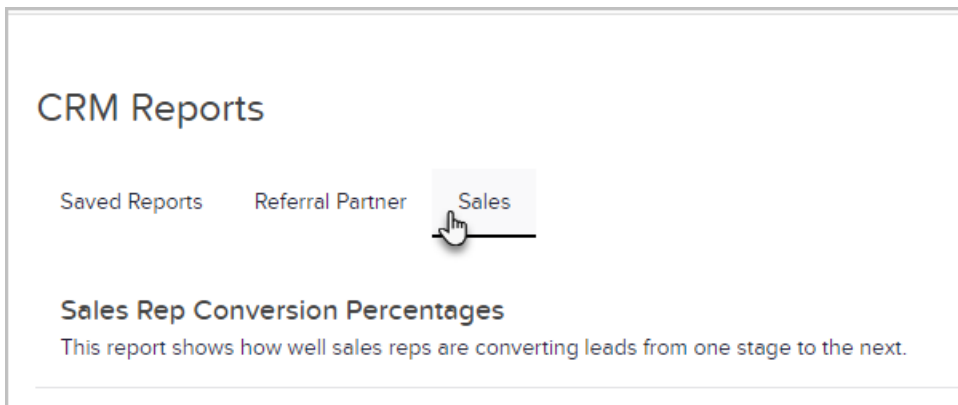

Export Task Notes

1. To export **Task Notes**, got to **CRM > Reports**

2. Click on **Sales**

3. Open the **Call Log Report**

Call History Summary
View the total number of calls by rep.

Call Log Report
View all call details.

Sales Pipeline Summary
View a summary of the number of leads that have moved into, and out of each sta

4. Export the report

Call Log Report

Actions ⌄   New Search   Edit Criteria/Columns   Sa

Export

50 results

Title	Contact
Watch Training Videos	Martin Cash

NOTE: The Call Log Report does not export the description details of the notes.