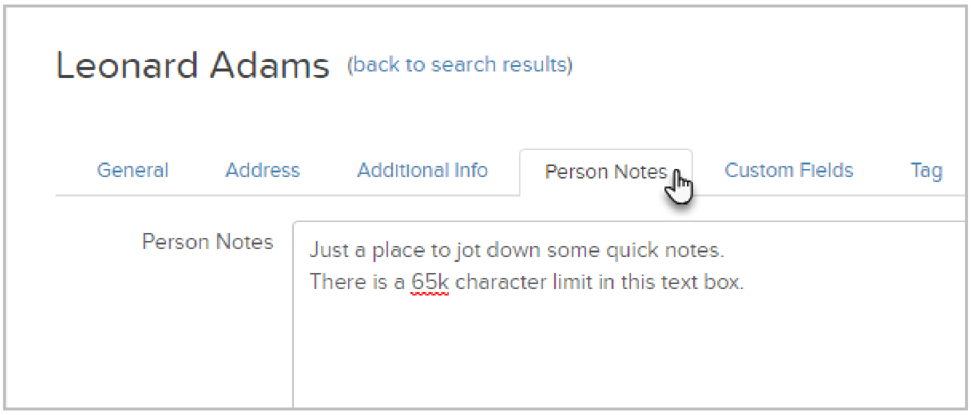
Exporting Contact Notes

This article applies to:

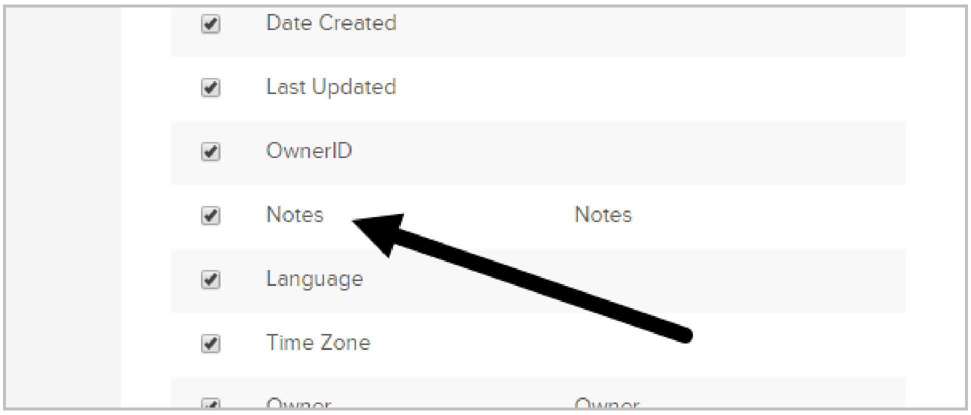
There are two types of Contact notes in Infusionsoft, **Person Notes**, which is simply a text box where you can add some quick information about a contact and **Task Notes**, which are actual date/time stamped notes on the contact record.

Export Person Notes

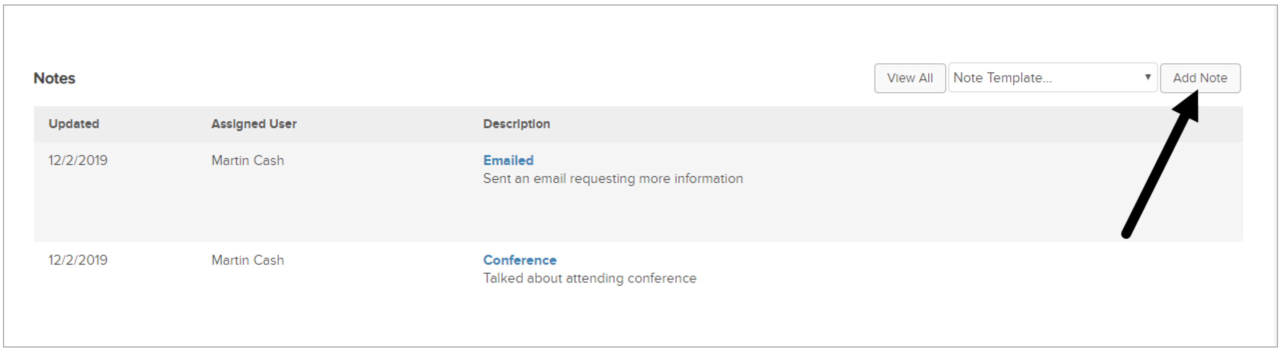
Person Notes is located at the top of the contact record under the **Person Notes** tab



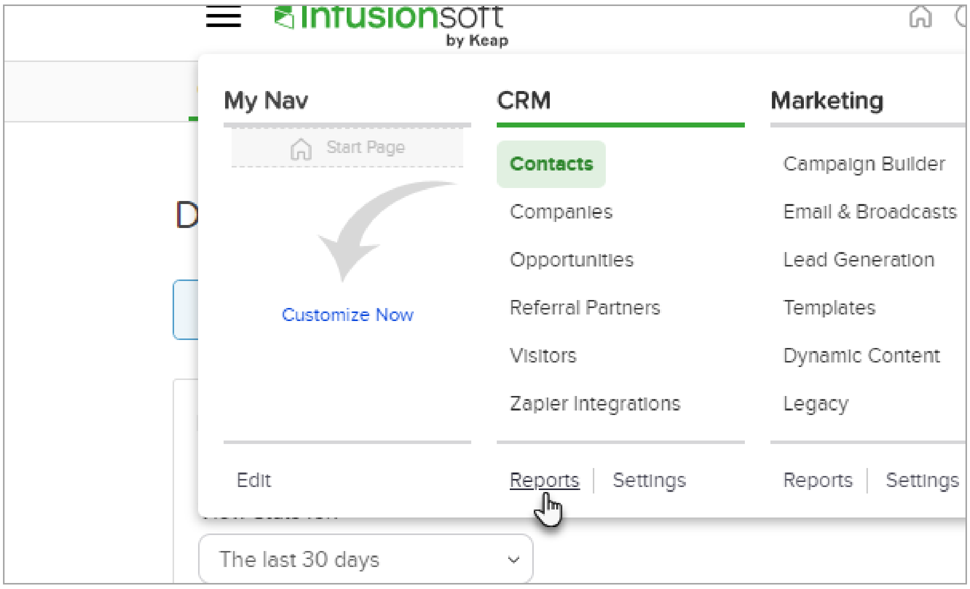
To export **Person Notes**, you can perform a contact search, choose the contacts that you want to export and make sure the **Notes** option is checked.



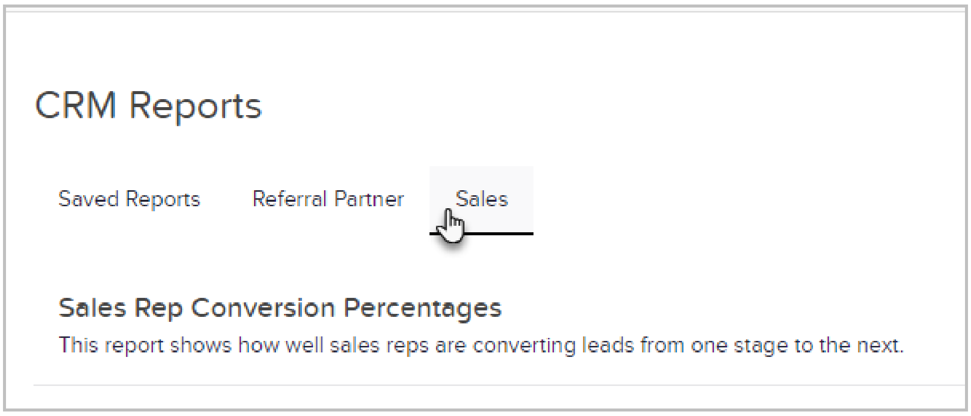
Export Task Notes



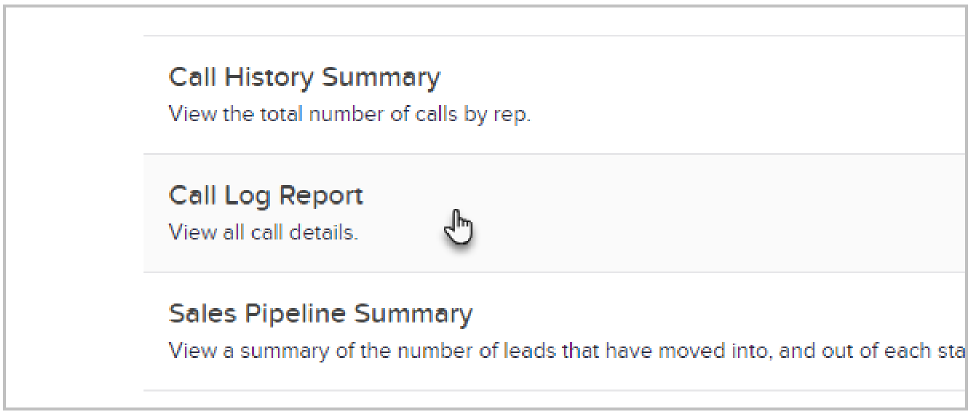
1. To export **Task Notes**, got to **CRM > Reports**



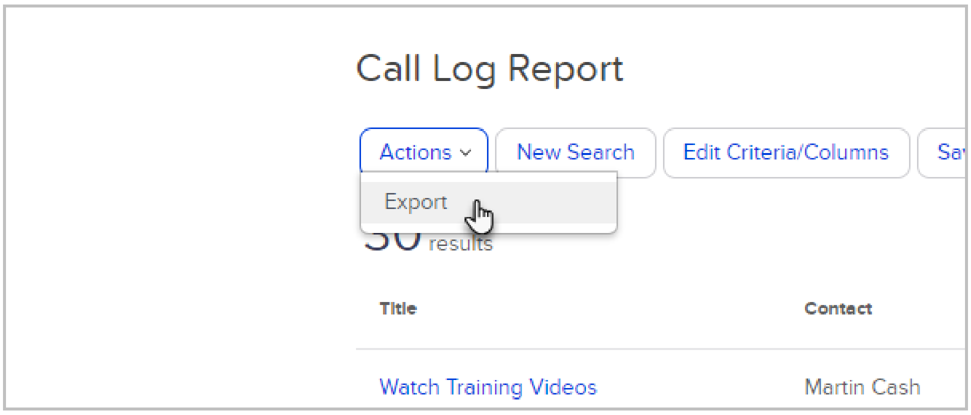
2. Click on **Sales**



3. Open the **Call Log Report**



4. Export the report



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