



## Daily Customer Service Report Template

Company name	
Company address	
Company website	

Company Logo

Report No.

Customer Support Specialist

Date

Day: Mon Tue Wed Thu Fri Sat Sun

Time	Customer info (name, phone, address, email)	Inquiry	Communication channel	Resolution/Status

### Summary

Total No. of inquiries	
Total No. of inquiries resolved	
Total No. of inquiries still being handled	

Additional remarks:

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