



Daily Social Media Report Template

Company name	
Department	
Date	
Report No.	

Company Logo

Platform	Target Audience
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[illegible]

Next Steps:

Platform:	Target Audience:
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Posts	Reach	Likes	Dislikes	Comments	Shares	Engagement	Engagement Rate	New Followers	Unfollowers

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Platform:	Target Audience:
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Posts	Reach	Likes	Dislikes	Comments	Shares	Engagement	Engagement Rate	New Followers	Unfollowers
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Next Steps:

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Report prepared by: _____

Signature: _____

Social Media Manager: _____

Signature: _____

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