



Daily Customer Service Report Template

| | | | | | | | | |
|---|--------------|---|-----------------------------|--|-----------------|--|--|--------------|
| <table border="1"><tr><td>Company name</td><td></td></tr><tr><td>Company address</td><td></td></tr><tr><td>Company website</td><td></td></tr></table> | Company name | | Company address | | Company website | | <table border="1"><tr><td>Company Logo</td></tr></table> | Company Logo |
| Company name | | | | | | | | |
| Company address | | | | | | | | |
| Company website | | | | | | | | |
| Company Logo | | | | | | | | |
| <table border="1"><tr><td>Report No.</td></tr></table> | Report No. | <table border="1"><tr><td>Customer Support Specialist</td></tr></table> | Customer Support Specialist | | | | | |
| Report No. | | | | | | | | |
| Customer Support Specialist | | | | | | | | |

| | |
|------|----------------------------------|
| Date | Day: Mon Tue Wed Thu Fri Sat Sun |
|------|----------------------------------|

| Time | Customer info (name, phone, address, email) | Inquiry | Communication channel | Inquiry status |
|------|---|---------|-----------------------|----------------|
| | | | | In pro... ▾ |
| | | | | In pro... ▾ |
| | | | | In pro... ▾ |
| | | | | In pro... ▾ |
| | | | | In pro... ▾ |

Summary

| | |
|------------------------------------|--|
| Total No. of inquiries | |
| Total No. of inquiries resolved | |
| Total No. of inquiries in progress | |
| Total No. of pending inquiries | |
| Total No. of escalated inquiries | |



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|----------------------------|
| Issues/Challenges/Blockers |
| |
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| |

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| Notes: |
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