



## Daily Social Media Report Template

Company name		Company Logo
Department		
Date		
Report No.		

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

Next steps:



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

Next steps:
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Report prepared by: \_\_\_\_\_

Signature: \_\_\_\_\_

Social Media Manager: \_\_\_\_\_

Signature: \_\_\_\_\_

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