

Customer Service Call Log Form Sample

The **customer service call log form** sample is designed to efficiently record details of client interactions, ensuring accurate tracking of inquiries and resolutions. This template helps streamline communication by capturing essential information such as call date, customer details, and issue description. Utilizing a standardized log form improves accountability and enhances the quality of customer support.

| | |
|---------------------------|--|
| Date & Time | <input type="text"/> |
| Customer Name | <input type="text"/> |
| Contact Information | Phone: <input type="text"/> Email: <input type="text"/> |
| Call Type | <div>Select...<div></div></div> |
| Issue/Topic Description | <input type="text"/> |
| Action Taken / Resolution | <input type="text"/> |
| Agent Name/ID | <input type="text"/> |
| Follow-up Required? | <input type="checkbox"/> Yes |
| Additional Notes | <input type="text"/> |

Submit Log