

Phone Call Log Form - Complaint Tracking

The **phone call log form** sample is designed to efficiently track and document customer complaints during calls. It ensures accurate recording of key details, facilitating timely follow-up and resolution. This form enhances complaint management for improved customer service outcomes.

Date of Call:

Time of Call:

Agent Name:

Customer Name:

Customer Phone Number:

Account/Order Number (if applicable):

Reason for Call:

Complaint Details:

Action Taken / Notes:

Follow-up Required?

Status:

Submit Log