

Employee Contact Log Form Sample

This **Employee contact log form** sample is designed specifically for customer service teams to efficiently record interactions with clients. It helps streamline communication, ensuring all contact details and follow-up actions are accurately documented. Implementing this form improves customer satisfaction and team accountability.

Employee Information

Employee Name		Employee ID	
Date		Department	

Client Information

Client Name		Account Number/ID	
Contact Method	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Chat <input type="checkbox"/> In-Person <input type="checkbox"/> Other	Contact Details	

Interaction Details

Date & Time of Contact	
Reason for Contact	
Summary of Discussion	
Action Taken	
Follow-Up Required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Next Steps / Follow-Up Date	

Additional Notes

Employee Signature

Signature		Date	
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