

Customer Feedback Report Template

Enhance your business insights with this **customer feedback report template**, designed specifically for small businesses. It allows you to systematically collect, analyze, and present customer opinions to improve products and services. Streamline your feedback process and make data-driven decisions easily using this practical template.

1. Report Overview

Report Date	
Prepared by	

2. Summary of Key Findings

3. Feedback Collection Details

Period Covered	
Feedback Channels	
Total Responses	

4. Feedback Data Summary

Question/Topic	Positive (%)	Neutral (%)	Negative (%)	Comments

5. Suggestions & Areas of Improvement

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6. Action Plan

Action Item	Responsible	Timeline	Status

7. Additional Notes

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