

# 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