## **Customer Service Call Notes**

Date of Call			
Company Called			
Name of Representative			
Title of Representative			
Reason for Call			
(1) Is the call beings record	ded? Yes No	0	
(2) The issue discussed:			
(3) The representative's re	enonco wac?		
(3) The representative site	sponse was:		
(4) Resolution or next steps promised are:			
	•		
(5) Timeframe for resolution/next steps are:			
(6) What I have to do next	ic·		
(b) What I have to do next	13.		