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|  | **CUSTOMER SERVICE** CALL LOG TEMPLATE | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | CLIENT: West Point Training Ltd • 1389 Broaddus Avenue, NY 21325 • 270-296-0100 • office@westpointabc@gmail.com | | | | | | | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | CALL DATE & TIME | | | 23.10.2021 15:10 | | |  | CALL DATE & TIME | | |  | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | Name: | Simona D Knight | | | | |  | Name: |  | | | | |  |
|  | Department: | | Shipping Dept. | | | |  | Department: | |  | | | |  |
|  | Location: | Los Angeles | | | | |  | Location: |  | | | | |  |
|  | Billing Code: | | 800-62564-100 | | | |  | Billing Code: | |  | | | |  |
|  | **MESSAGE** | | | | Call Back |  |  | **MESSAGE** | | | | Call Back |  |  |
|  | Simona wanted to change the cleaning schedule on the second floor in the shipping department, instead of the schedule Monday-Wednesday-Friday 16-17h, she expressed the wish for the new schedule to be Tuesday-Thursday-Saturday 16-17h.  Call her and let her know if the answer to the request is positive. | | | | | |  |  | | | | | |  |
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|  | CALL DATE & TIME | | |  | | |  | CALL DATE & TIME | | |  | | |  |
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|  | **MESSAGE** | | | | Call Back |  |  | **MESSAGE** | | | | Call Back |  |  |
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|  | CALL DATE & TIME | | |  | | |  | CALL DATE & TIME | | |  | | |  |
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|  | Billing Code: | |  | | | |  | Billing Code: | |  | | | |  |
|  | **MESSAGE** | | | | Call Back |  |  | **MESSAGE** | | | | Call Back |  |  |
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|  |  |  |  |  |  |  |  |  |  |  | [© TemplateLab.com](https://templatelab.com/) | | | |