Business Automation Ltd.
Customer Service Report

Date:……………...

Pre-Information :

Company Name / Address / Phone		
Purpose / Subject	☐ New Installation ☐ Re-Installation ☐ Service	
Contact Person / Phone		
Nature of Complain		
Complained by		Date / Time :
Complain received by		Date / Time :
Place of Service		Date of Service:

Post Information :

Time Out / In (BAT)		Time In / Out(Client)	
Job started time		Job finished time	
Service carried out by			

Summary of outcomes:

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Service Delivery Status:	Successful	Considerable	Postponed		
Service Delivery Level:	Excellent	Very Good	Good	Average	Poor
Remarks (if any):					
Next Follow Up :					

Client's Signature & Seal

Service Engineer