

Customer Service Issue Handover Note

Date & Time:	<div></div>
Customer Name:	<div></div>
Account/Order Number:	<div></div>
Contact Details:	<div></div>
Issue Type:	<div></div>
Priority:	Low / Medium / High
Current Status:	<div></div>

Issue Description:

Actions Taken:

-
-
-

Pending Items / Next Steps:

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Assigned To:

Handover By:

Comments / Additional Notes: