

# Customer Service Issue Handover Note

Date & Time: \_\_\_\_\_

Customer Name: \_\_\_\_\_

Account/Order Number: \_\_\_\_\_

Contact Details: \_\_\_\_\_

Issue Type: \_\_\_\_\_

Priority: Low / Medium / High

Current Status: \_\_\_\_\_

Issue Description:

Actions Taken:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Pending Items / Next Steps:

- \_\_\_\_\_
- \_\_\_\_\_

Assigned To: \_\_\_\_\_

Handover By: \_\_\_\_\_

Comments / Additional Notes: