[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Reception Daily Log

Keeping one daily record at reception so nothing falls through: visitors, messages, deliveries, and issues.

Day details Log date: _____ **Receptionist:** _____

Handover to: _____

Visitors

Time in	Visitor	Company	Host	Badge no.	Time out

Phone messages

Time	Caller	For	Message	Passed on?

Deliveries and collections

Time	From / courier	For	Signed?

Issues and escalations

Issue	Time	Escalated to	Resolved?

[Company name]

Issue	Time	Escalated to	Resolved?

End-of-day summary Close the day: totals counted, nothing outstanding left unspoken.

Log date: _____ Logged by: _____

Visitors today (count): _____ Messages outstanding: _____

Deliveries outstanding: _____ Handover to: _____

Completion [ ] Every visitor, message, and delivery today is logged with times.

[ ] Outstanding messages and deliveries are handed over, not left in the book.

[ ] Issues raised today are escalated and their status is recorded.

Document: Reception Daily Log Version: 2.0 (redesign)

Prepared by: _____ Owner: _____

Date: _____ Review date: _____