

OPERATIONS CUSTOMER COMPLAINT TRACKING

TEMPLATE

Tool to record, manage, and resolve customer complaints efficiently.

CUSTOMER COMPLAINTS										
DATE	TIME	NAME	CONTACT INFORMATION	COMPLAINT DESCRIPTION	STATUS	ASSIGNED TO	START DATE	END DATE	RESOLUTION	REMARKS
2023-01-01	10:00	John Doe	123-456-7890	Product defect	Open	John Doe	2023-01-01	2023-01-05	Product replaced	
2023-01-02	15:30	Jane Smith	987-654-3210	Service issue	In Progress	Jane Smith	2023-01-02	2023-01-10	Service provided	
2023-01-03	09:15	Mike Johnson	555-123-4567	Delivery problem	Resolved	Mike Johnson	2023-01-03	2023-01-03	Package delivered	
2023-01-04	18:45	Sarah Lee	444-333-2222	Refund request	Open	Sarah Lee	2023-01-04	2023-01-08	Refund processed	
2023-01-05	11:20	David Kim	333-222-1111	Warranty claim	In Progress	David Kim	2023-01-05	2023-01-12	Warranty claim reviewed	
2023-01-06	14:00	Emily White	222-111-0000	Product recall	Open	Emily White	2023-01-06	2023-01-06	Product recalled	
2023-01-07	08:30	Chris Brown	111-000-9999	Shipping delay	Resolved	Chris Brown	2023-01-07	2023-01-07	Package shipped	
2023-01-08	16:00	Alex Green	000-999-8888	Customer support	Open	Alex Green	2023-01-08	2023-01-15	Support provided	
2023-01-09	12:45	Mia Black	999-888-7777	Product quality	In Progress	Mia Black	2023-01-09	2023-01-18	Product inspection	
2023-01-10	07:00	Noah Gray	888-777-6666	Order cancellation	Resolved	Noah Gray	2023-01-10	2023-01-10	Order cancelled	
2023-01-11	19:30	Olivia Blue	777-666-5555	Product damage	Open	Olivia Blue	2023-01-11	2023-01-20	Product inspection	
2023-01-12	13:15	Liam Red	666-555-4444	Customer feedback	Open	Liam Red	2023-01-12	2023-01-25	Feedback received	
2023-01-13	06:45	Ava Purple	555-444-3333	Product recall	Open	Ava Purple	2023-01-13	2023-01-22	Product inspection	
2023-01-14	17:00	Ethan Yellow	444-333-2222	Customer support	Open	Ethan Yellow	2023-01-14	2023-01-28	Support provided	
2023-01-15	10:30	Sophia Pink	333-222-1111	Product defect	Open	Sophia Pink	2023-01-15	2023-01-30	Product inspection	
2023-01-16	14:45	Lucas Brown	222-111-0000	Service issue	In Progress	Lucas Brown	2023-01-16	2023-02-05	Service provided	
2023-01-17	09:00	Isabella Green	111-000-9999	Delivery problem	Resolved	Isabella Green	2023-01-17	2023-01-17	Package delivered	
2023-01-18	16:15	Mason Blue	000-999-8888	Refund request	Open	Mason Blue	2023-01-18	2023-02-02	Refund processed	
2023-01-19	11:00	Evelyn Red	999-888-7777	Warranty claim	In Progress	Evelyn Red	2023-01-19	2023-02-10	Warranty claim reviewed	
2023-01-20	18:30	James Purple	888-777-6666	Product recall	Open	James Purple	2023-01-20	2023-02-18	Product inspection	
2023-01-21	07:45	Charlotte Yellow	777-666-5555	Shipping delay	Resolved	Charlotte Yellow	2023-01-21	2023-01-21	Package shipped	
2023-01-22	15:00	Benjamin Pink	666-555-4444	Customer support	Open	Benjamin Pink	2023-01-22	2023-02-25	Support provided	
2023-01-23	08:15	Amelia Brown	555-444-3333	Product quality	In Progress	Amelia Brown	2023-01-23	2023-03-05	Product inspection	
2023-01-24	19:45	William Green	444-333-2222	Order cancellation	Resolved	William Green	2023-01-24	2023-01-24	Order cancelled	
2023-01-25	12:30	Harper Blue	333-222-1111	Product damage	Open	Harper Blue	2023-01-25	2023-03-10	Product inspection	
2023-01-26	17:15	Elijah Red	222-111-0000	Customer feedback	Open	Elijah Red	2023-01-26	2023-03-20	Feedback received	
2023-01-27	06:00	Sofia Purple	111-000-9999	Product recall	Open	Sofia Purple	2023-01-27	2023-03-28	Product inspection	
2023-01-28	14:30	Michael Yellow	000-999-8888	Customer support	Open	Michael Yellow	2023-01-28	2023-04-05	Support provided	
2023-01-29	09:45	Emily Green	999-888-7777	Product defect	Open	Emily Green	2023-01-29	2023-04-15	Product inspection	
2023-01-30	16:00	Daniel Blue	888-777-6666	Service issue	In Progress	Daniel Blue	2023-01-30	2023-04-25	Service provided	
2023-01-31	11:15	Avery Red	777-666-5555	Delivery problem	Resolved	Avery Red	2023-01-31	2023-01-31	Package delivered	
2023-02-01	18:00	Matthew Purple	666-555-4444	Refund request	Open	Matthew Purple	2023-02-01	2023-02-15	Refund processed	
2023-02-02	07:30	Madison Yellow	555-444-3333	Warranty claim	In Progress	Madison Yellow	2023-02-02	2023-02-20	Warranty claim reviewed	
2023-02-03	15:45	Christopher Green	444-333-2222	Product recall	Open	Christopher Green	2023-02-03	2023-02-28	Product inspection	
2023-02-04	08:00	Chloe Blue	333-222-1111	Shipping delay	Resolved	Chloe Blue	2023-02-04	2023-02-04	Package shipped	
2023-02-05	19:15	Andrew Pink	222-111-0000	Customer support	Open	Andrew Pink	2023-02-05	2023-03-05	Support provided	
2023-02-06	12:00	Samantha Brown	111-000-9999	Product quality	In Progress	Samantha Brown	2023-02-06	2023-03-15	Product inspection	
2023-02-07	17:45	Joshua Green	000-999-8888	Order cancellation	Resolved	Joshua Green	2023-02-07	2023-02-07	Order cancelled	
2023-02-08	06:30	Madeline Blue	999-888-7777	Product damage	Open	Madeline Blue	2023-02-08	2023-03-20	Product inspection	
2023-02-09	14:15	Christopher Red	888-777-6666	Customer feedback	Open	Christopher Red	2023-02-09	2023-04-05	Feedback received	
2023-02-10	09:00	Isabella Purple	777-666-5555	Product recall	Open	Isabella Purple	2023-02-10	2023-04-15	Product inspection	
2023-02-11	16:45	Matthew Yellow	666-555-4444	Customer support	Open	Matthew Yellow	2023-02-11	2023-04-25	Support provided	
2023-02-12	11:30	Emily Green	555-444-3333	Product defect	Open	Emily Green	2023-02-12	2023-05-05	Product inspection	
2023-02-13	18:15	Daniel Blue	444-333-2222	Service issue	In Progress	Daniel Blue	2023-02-13	2023-05-15	Service provided	
2023-02-14	07:00	Avery Red	333-222-1111	Delivery problem	Resolved	Avery Red	2023-02-14	2023-02-14	Package delivered	
2023-02-15	15:30	Matthew Purple	222-111-0000	Refund request	Open	Matthew Purple	2023-02-15	2023-02-25	Refund processed	
2023-02-16	08:45	Madison Yellow	111-000-9999	Warranty claim	In Progress	Madison Yellow	2023-02-16	2023-03-05	Warranty claim reviewed	
2023-02-17	16:00	Christopher Green	000-999-8888	Product recall	Open	Christopher Green	2023-02-17	2023-03-15	Product inspection	
2023-02-18	09:15	Chloe Blue	999-888-7777	Shipping delay	Resolved	Chloe Blue	2023-02-18	2023-02-18	Package shipped	
2023-02-19	19:45	Andrew Pink	888-777-6666	Customer support	Open	Andrew Pink	2023-02-19	2023-03-20	Support provided	
2023-02-20	12:30	Samantha Brown	777-666-5555	Product quality	In Progress	Samantha Brown	2023-02-20	2023-04-05	Product inspection	
2023-02-21	17:15	Joshua Green	666-555-4444	Order cancellation	Resolved	Joshua Green	2023-02-21	2023-02-21	Order cancelled	
2023-02-22	06:00	Madeline Blue	555-444-3333	Product damage	Open	Madeline Blue	2023-02-22	2023-04-15	Product inspection	
2023-02-23	14:45	Christopher Red	444-333-2222	Customer feedback	Open	Christopher Red	2023-02-23	2023-05-05	Feedback received	
2023-02-24	09:30	Isabella Purple	333-222-1111	Product recall	Open	Isabella Purple	2023-02-24	2023-05-15	Product inspection	
2023-02-25	16:15	Matthew Yellow	222-111-0000	Customer support	Open	Matthew Yellow	2023-02-25	2023-05-25	Support provided	
2023-02-26	11:00	Emily Green	111-000-9999	Product defect	Open	Emily Green	2023-02-26	2023-06-05	Product inspection	
2023-02-27	18:45	Daniel Blue	000-999-8888	Service issue	In Progress	Daniel Blue	2023-02-27	2023-06-15	Service provided	
2023-02-28	07:30	Avery Red	999-888-7777	Delivery problem	Resolved	Avery Red	2023-02-28	2023-02-28	Package delivered	
2023-02-29	15:00	Matthew Purple	888-777-6666	Refund request	Open	Matthew Purple	2023-02-29	2023-03-10	Refund processed	
2023-03-01	08:15	Madison Yellow	777-666-5555	Warranty claim	In Progress	Madison Yellow	2023-03-01	2023-03-20	Warranty claim reviewed	
2023-03-02	16:45	Christopher Green	666-555-4444	Product recall	Open	Christopher Green	2023-03-02	2023-04-05	Product inspection	
2023-03-03	09:00	Chloe Blue	555-444-3333	Shipping delay	Resolved	Chloe Blue	2023-03-03	2023-03-03	Package shipped	
2023-03-04	19:15	Andrew Pink	444-333-2222	Customer support	Open	Andrew Pink	2023-03-04	2023-04-15	Support provided	
2023-03-05	12:00	Samantha Brown	333-222-1111	Product quality	In Progress	Samantha Brown	2023-03-05	2023-05-05	Product inspection	
2023-03-06	17:45	Joshua Green	222-111-0000	Order cancellation	Resolved	Joshua Green	2023-03-06	2023-03-06	Order cancelled	
2023-03-07	06:30	Madeline Blue	111-000-9999	Product damage	Open	Madeline Blue	2023-03-07	2023-05-15	Product inspection	
2023-03-08	14:15	Christopher Red	000-999-8888	Customer feedback	Open	Christopher Red	2023-03-08	2023-06-05	Feedback received	
2023-03-09	09:00	Isabella Purple	999-888-7777	Product recall	Open	Isabella Purple	2023-03-09	2023-06-15	Product inspection	
2023-03-10	16:45	Matthew Yellow	888-777-6666	Customer support	Open	Matthew Yellow	2023-03-10	2023-06-25	Support provided	
2023-03-11	11:30	Emily Green	777-666-5555	Product defect	Open	Emily Green	2023-03-11	2023-07-05	Product inspection	
2023-03-12	18:15	Daniel Blue	666-555-4444	Service issue	In Progress	Daniel Blue	2023-03-12	2023-07-15	Service provided	
2023-03-13	07:00	Avery Red	555-444-3333	Delivery problem	Resolved	Avery Red	2023-03-13	2023-03-13	Package delivered	
2023-03-14	15:30	Matthew Purple	444-333-2222	Refund request	Open	Matthew Purple	2023-03-14	2023-03-25	Refund processed	
2023-03-15	08:45	Madison Yellow	333-222-1111	Warranty claim	In Progress	Madison Yellow	2023-03-15	2023-04-05	Warranty claim reviewed	
2023-03-16	16:00	Christopher Green	222-111-0000	Product recall	Open	Christopher Green	2023-03-16	2023-05-05	Product inspection	
2023-03-17	09:15	Chloe Blue	111-000-9999	Shipping delay	Resolved	Chloe Blue	2023-03-17	2023-03-17	Package shipped	
2023-03-18	19:45	Andrew Pink	000-999-8888	Customer support	Open	Andrew Pink	2023-03-18	2023-06-05	Support provided	
2023-03-19	12:30	Samantha Brown	999-888-7777	Product quality	In Progress	Samantha Brown	2023-03-19	2023-07-05	Product inspection	
2023-03-20	17:15	Joshua Green	888-777-6666	Order cancellation	Resolved	Joshua Green	2023-03-20	2023-03-20	Order cancelled	
2023-03-21	06:00	Madeline Blue	777-666-5555	Product damage	Open	Madeline Blue	2023-03-21	2023-07-15	Product inspection	
2023-03-22	14:45	Christopher Red	666-555-4444	Customer feedback	Open	Christopher Red	2023-03-22	2023-08-05	Feedback received	
2023-03-23	09:30	Isabella Purple	555-444-3333	Product recall	Open	Isabella Purple	2023-03-23	2023-08-15	Product inspection	
2023-03-24	16:15	Matthew Yellow	444-333-2222	Customer support	Open	Matthew Yellow	2023-03-24	2023-08-25	Support provided	
2023-03-25	11:00	Emily Green	333-222-1111	Product defect	Open	Emily Green	2023-03-25	2023-09-05	Product inspection	
2023-03-26	18:45	Daniel Blue	222-111-0000	Service issue	In Progress	Daniel Blue	2023-03-26	2023-09-15	Service provided	
2023-03-27	07:30	Avery Red	111-000-9999	Delivery problem	Resolved	Avery Red	2023-03-27	2023-03-27	Package delivered	
2023-03-28	15:00	Matthew Purple	000-999-8888	Refund request	Open	Matthew Purple	2023-03-28	2023-04-10	Refund processed	
2023-03-29	08:15	Madison Yellow	999-888-7777	Warranty claim	In Progress	Madison Yellow	2023-03-29	2023-05-05	Warranty claim reviewed	
2023-03-30	16:45	Christopher Green	888-777-6666	Product recall	Open	Christopher Green	2023-03-30	2023-06-05	Product inspection	
2023-03-31	09:00	Chloe Blue	777-666-5555	Shipping delay	Resolved	Chloe Blue	2023-03-31	2023-03-31	Package shipped	
2023-04-01	19:15	Andrew Pink	666-555-4444	Customer support	Open	Andrew Pink	2023-04-01	2023-07-15	Support provided	
2023-04-02	12:00	Samantha Brown	555-444-3333	Product quality	In Progress	Samantha Brown	2023-04-02	2023-08-05	Product inspection	
2023-04-03	17:45	Joshua Green	444-333-2222	Order cancellation	Resolved	Joshua Green	2023-04-03	2023-04-03	Order cancelled	
2023-04-04	06:30	Madeline Blue	333-222-1111	Product damage	Open	Madeline Blue	2023-04-04	2023-08-15	Product inspection	
2023-04-05	14:15	Christopher Red	222-111-0000	Customer feedback	Open	Christopher Red	2023-04-05	2023-09-05	Feedback received	
2023-04-06	09:00	Isabella Purple	111-000-9999	Product recall	Open	Isabella Purple	2023-04-06	2023-09-15	Product inspection	
2023-04-07	16:45	Matthew Yellow	000-999-8888	Customer support	Open	Matthew Yellow	2023-04-07	2023-09-25	Support provided	
2023-04-08	11:30	Emily Green	999-888-7777	Product defect	Open	Emily Green	2023-04-08	2023-10-05	Product inspection	
2023-04-09	18:15	Daniel Blue	888-777-6666	Service issue	In Progress	Daniel Blue	2023-04-09	2023-10-15	Service provided	
2023-04-10	07:00	Avery Red	777-666-5555	Delivery problem	Resolved	Avery Red	2023-04-10	2023-04-10	Package delivered	
2023-04-11	15:30	Matthew Purple	666-555-4444	Refund request	Open	Matthew Purple	2023-04-11	2023-04-25	Refund processed	
2023-04-12	08:45	Madison Yellow	555-444-3333	Warranty claim	In Progress	Madison Yellow	2023-04-12	2023-05-05	Warranty claim reviewed	
2023-04-13	16:00	Christopher Green	444-333-2222	Product recall	Open	Christopher Green	2023-04-13	2023-06-05	Product inspection	
2023-04-14	09:15	Chloe Blue	333-222-1111	Shipping delay	Resolved					

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