



Food & Beverage Restaurant Service Issue Checklist

Initial Customer Contact

Steps to take when first interacting with a customer experiencing a service issue.

Contact Time

Contact Method

- ☐ Phone
- ☐ In-Person
- ☐ Email
- ☐ Online Chat

Customer Name

Write something...

Table Number (if applicable)

Enter a number...

Brief Summary of Customer Concern (Initial Description)

Write something...