



Guest Courtesy Callback Log

Date _____

	Room Number	Call Time	Guest Name	Caller	Code	Comments/Responses/Problems
1						
2						
3						
4						
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23						
24						
25						

Total number of Check Ins			Code 1	Spoke with Guest via Telephone
# of Check Ins Contacted			Code 2	Left voice mail
% of Check Ins Contacted			Code 3	Spoke with Guest at Desk