[Company name]

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Reception Daily Log

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

Day details

Log date	**[Log date]**
Receptionist	**[Receptionist name]**
Handover to	**[Handover to]**

Visitors

Time in	Visitor	Company	Host	Badge no.	Time out

[Company name]

Phone messages

Time	Caller	For	Message	Passed on?

Deliveries and collections

Time	From / courier	For	Signed?

[Company name]

Issues and escalations

Issue	Time	Escalated to	Resolved?

End-of-day summary

Close the day: totals counted, nothing outstanding left unspoken.

Log date	**[Log date]**
Logged by	**[Receptionist name]**
Visitors today (count)	
Messages outstanding	
Deliveries outstanding	
Handover to	**[Handover to]**

Completion

✓	Check	Notes
☐	Every visitor, message, and delivery today is logged with times.	
☐	Outstanding messages and deliveries are handed over, not left in the book.	

[Company name]

✓	Check	Notes
☐	Issues raised today are escalated and their status is recorded.	

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Prepared by	**[Name and role]**
Owner	**[Name and role]**
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