Ashford Business Services Ltd

Reception Daily Log

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

Day details

Log date	**9 November 2026**
Receptionist	**Sarah Mitchell**
Handover to	**Handover to**

Visitors

Time in	Visitor	Company	Host	Badge no.	Time out

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Phone messages

Time	Caller	For	Message	Passed on?

Deliveries and collections

Time	From / courier	For	Signed?

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Issues and escalations

Issue	Time	Escalated to	Resolved?

End-of-day summary

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

Log date	**9 November 2026**
Logged by	**Sarah Mitchell**
Visitors today (count)	
Messages outstanding	
Deliveries outstanding	
Handover to	**Handover to**

Completion

✓	Check	Notes
	Every visitor, message, and delivery today is logged with times.	

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✓	Check	Notes
	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	**James Patel, Office Manager**
Owner	**Emma Clarke, Finance Manager**
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