



Receptionist Name:

Building Visited: Date of Visit:

Did the receptionist acknowledge you promptly upon your arrival?

|  |  |
| --- | --- |
| ⭘ | ⭘ |
| Yes | No |

Was the receptionist courteous and helpful?

|  |  |
| --- | --- |
| ⭘ | ⭘ |
| Yes | No |

Please rate your level of satisfaction with our receptionist services:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
| Very Dissatisfied | Dissatisfied | Neutral | Satisfied | Very  Satisfied |

Comments:

Your Name:

Dear Visitor:

Receptionists at [Company Name] are committed to making your visit a pleasant one, and that begins with offering you service that is fast, friendly, and responsive. So let us know how we’re doing by taking a few moments to complete this comment card. We welcome any suggestions you may have for how we can improve the service we give you.

Thank you for visiting  
[Company Name] today!

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| --- | --- | --- | --- | --- |
| ⭘ | ⭘ | ⭘ | ⭘ | ⭘ |
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Attention: [Manager]

[Company Name]

[Street Address]

[City, ST ZIP Code]

Attention: [Manager]

[Company Name]

[Street Address]

[City, ST ZIP Code]