

ReferLift front desk call log

One week. Do not estimate from memory.

Mark each call: request, question, or complaint.

Day	Calls	Requests	Questions	Complaints	Note
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					
Total					

Requests are towels, pillows, housekeeping, maintenance.

Questions are hours, wifi, and directions.

Complaints still need a person on the phone.

Hotels: \$49 per property per month after 15 days free.

A card is required. ReferLift does not process guest payments.