

[company logo]  
[company name]

## SERVICE REPORT

# Service Report

Report no.

Service Name	Type of Service	Customer Contact
<input type="text"/>	<input type="text"/>	<input type="text"/>

Purpose of the measurement

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Data source(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

				Capacity requirements		
Name	Required	<input type="text"/>	Trend	Name	Required	<input type="text"/>
<input type="text"/>	0	<input type="text"/>	Up	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Up	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Up	<input type="text"/>	<input type="text"/>	<input type="text"/>
[Second parameter]	<input type="text"/>	<input type="text"/>	Up	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	Up	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Incidents**

<input type="text"/>	Date	<input type="text"/>	Priority	Subject
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**Changes and deployments**

Date	Status	Subject

Service availability plan transition  
 2024-01-01 2024-01-01


Service availability and operations

[link or description]

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Date

**Service Level Manager Name**

Report Type

				Continuity requirements		
Trend				Trend		Required
Up				Up		
Up				Up		
Up				Up		
Up				Up		
Up				Up		


Subject


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	Trend		Required		Trend
	Up				Up
	Up				Up
	Up				Up
	Up				Up
	Up				Up

**Don't delete this worksheet!**

**Content below this p**

Service type

Infrastructure

Applications

Services

Other

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## oint is used in other worksheets as input in various field

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	Name		tel.
	Last name, Name 1		123456
	Last name, Name 2		123457
	Last name, Name 3		123458
	Last name, Name 4		123459
	Last name, Name 5		123460
	Last name, Name 6		123461
	Last name, Name 7		123462
	Last name, Name 8		123463
	Last name, Name 9		123464
	Last name, Name 10		123465



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# Is. Adapt it to your own requirements.

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Company

Company 1  
Company 2  
Company 3  
Company 4  
Company 5  
Company 6  
Company 7  
Company 8  
Company 9  
Company 10

Company Name

Company 1 Last name, Name 1  
Company 2 Last name, Name 2  
Company 3 Last name, Name 3

Customer Name	tel.	e-mail
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Location 1 / Room 00 Department 1	123456	email.cust1@users_domain.com
Location 1 / Room 00 Department 1	123457	email.cust2@users_domain.com
Location 1 / Room 00 Department 1	123458	email.cust3@users_domain.com

Report Type

- Reactive
- Proactive
- Scheduled
- Forecasting

Report Type

- Reactive
- Proactive
- Scheduled
- Forecasting