

# Work Instruction Acknowledgment Form

**Document:** Customer Service Protocols

## Employee Information

Name

Employee ID

Position

Date

## Instructions Overview

- Review all guidelines and procedures outlined in the Customer Service Protocols document.
- Ensure understanding of escalation processes and service etiquette.
- Adhere to all communication standards when interacting with customers.
- Implement issue resolution procedures as described.
- Report any compliance concerns to your supervisor.

## Acknowledgment

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I have read, understood, and agree to adhere to the Customer Service Protocols.

Signature

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