

# How To Make/Create a Manual in Microsoft Word

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## RESTAURANT CUSTOMER SERVICE TRAINING MANUAL

### 1. INTRODUCTION

#### 1.1 PURPOSE AND SCOPE

#### 1.2 TARGET AUDIENCE

#### 1.3 DOCUMENT STRUCTURE

This manual is designed to provide a comprehensive overview of the training program.

### 2. GENERAL INFORMATION

This manual is intended to be used as a reference for all employees and is subject to change without notice.

#### 2.1 DOCUMENTATION AND RECORDS

##### 2.1.1 DOCUMENTS

### 3. CUSTOMER SERVICE

#### 3.1 Greeting Customers

It is the responsibility of all employees to provide a warm and friendly greeting to all customers who enter the restaurant.

#### 3.2 Handling Customer Complaints

##### 3.2.1 LISTENING

Documented by: [Name]  
Version: 1.0  
Date: 1/1/2020

Gourmet  
Restaurant

W

# How To Create A Manual In Word 201

**SJ Ball**



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