Enter Customer:

* Name
* Phone
* Address
* E-mail
* Title / Business Name
* Type (walk in, partner, b2b sales)

Job Entry:

* Pull customer name (drop down) and organize based on customer name and priority.
* Job title
* Job description
* Entry date (the day this is entered)
* Due date (if any)
* Amount paid
* Amount due on completion
* Priority (1 – 5 stars … 5 being ASAP)
* Signed off on work / quote (yes or no)

Once complete an icon should appear near the web page list that shows an “archive” button to allow the job to be archived. Archived jobs will show up in a “completed / archived” list outside of active jobs.