We as a electrical company receive work order from customer on email in this PDF

https://drive.google.com/file/d/1Ps2tza7fE0qiqkw3Yv32PrldUbKYpLrv/view?usp=sharing

Message Received in the email:

Good morning,

Please see attached WO/PO Oneway Brunswick 450 Warren Mason Blvd Brunswick, GA 31520, WO 914578 / PO 454300 With a scheduled date of 12/5/2023

TECHNICIAN(S) MUST CHECK IN AND OUT USING THE STORES PHONE BY CALLING 111-111-1111 AND FOLLOWING THE PROMPTS.

FAILURE TO COMPLY TO ALL OF CUSHMAN & WAKEFIELD REQUIREMENTS WILL RESULT IN NON-PAYMENT OF INVOICE.

ONLY IN THE EVENT WHERE THERE ARE ISSUES RELATED TO THE IVR SYSTEM, CAN THE TECHNICIAN(S) BE CHECKED IN AND/OR OUT BY CALLING C&W AT 111-111-1111.

**SOW** 

This is a test.

\*\*\*PLEASE ENSURE THAT THE TECHNICIANS ARE CHECKING IN AND OUT WITH SIGN OFF FORM. PLEASE CONTACT USING CONTACT INFORMATION IF UNABLE TO CHECK IN AND OUT\*\*\*

Deliverables

•TECHNICIANS ARE REQUIRED TO WEAR MASKS WHILE SERVICING ALL LOCATIONS. Before/After photos are required.

Store Signature/Stamp required. See attached form. This must be submitted with your invoice. PAYMENT WILL NOT BE PROCESSED UNLESS SIGN OFF FORMS ARE SUBMITTED WITH YOUR INVOICE.

The current FLAT RATE price right now is at \$200.

Thank YOU,

Client

## Required:

When work order is received on email, all details of work order should be added in Monday.com like this

## Active Projects

Project		PM ①	WO#	PO#	State	WO	Notes
Wells Fargo - Austin, TX	Q	(I)	912377	445356	TX		
Wells Fargo - Austin, TX	Q	(I)	912386	445359	TX		Gaylor canceló y dice que no podemos er
Wells Fargo - Plano, TX Scheduled for 7/7/2023	<u>C</u> 2	(I)	912580	445842	TX		Tecnico fue pero no llego ATM tech, Espe
Wells Fargo Columbia - WO912790/PO446538	⊕	(I)	912790		MD		Verificar, se realizó un pago por va
Wells Fargo - Canyon Lake	⊕	(I)	912785	446476	TX		Tecnico de ATM no contesto, se necesita
Wells Fargo Chantilly	⊕	(I)	912789	446570	VA		Revisar si se necesita resch
Krispy Kreme 0215, Pensacola FL	⊕	(L)	912653		FL		Fueron pero no lo supieron explicar cual el
Georgia Pacific Corp. NC100 - Dudley, NC	Ω	(I)	912917	446854	NC	F 3	Waiting answer of sterling to send
Comply Plant - Dudley, NC	⊕	(I)	910196		NC	ET as	Falta respuesta para bill of in
Wells Fargo 0135A - Savannah, GA	⊕	(I)	913120		GA	F 3	Falta re Help
Wells Fargo 0531H - Sterling, VA	<b>(+)</b>		913142		VA		Falta respuesta para hill of in