

Arizona Termite

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WDIIR Writer TM

USER MANUAL

Version 1.0B

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INTRODUCTION

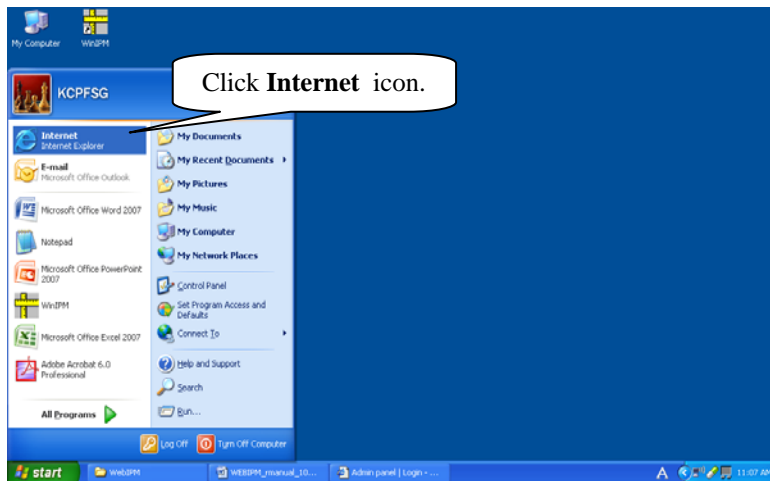
The WDIIR Writer TM (Wood Destroying Insect Inspection Report Writer TM) is a fresh, innovative approach to control and monitor the most critical phase of your PCO business, field operations, through the internet. In the following guide, you will learn firsthand how A&K Computer's WDIIR Writer TM will allow you to email or send your inspection reports to the State Pest Management department, property owners, brokers, and anyone else who wishes a copy. The WDIIR Writer TM system will revolutionize your Pest Control business and give you the competitive advantage in and out of the office that will place you ahead of the competition.

For the first time, with our field proven WDIIR Writer TM, you can easily control and monitor your field operations remotely and securely. Created by Pest Control experts and based upon requirements of the top Pest Control Operators in the country, it is by far the most powerful new Pest Control business management tool.

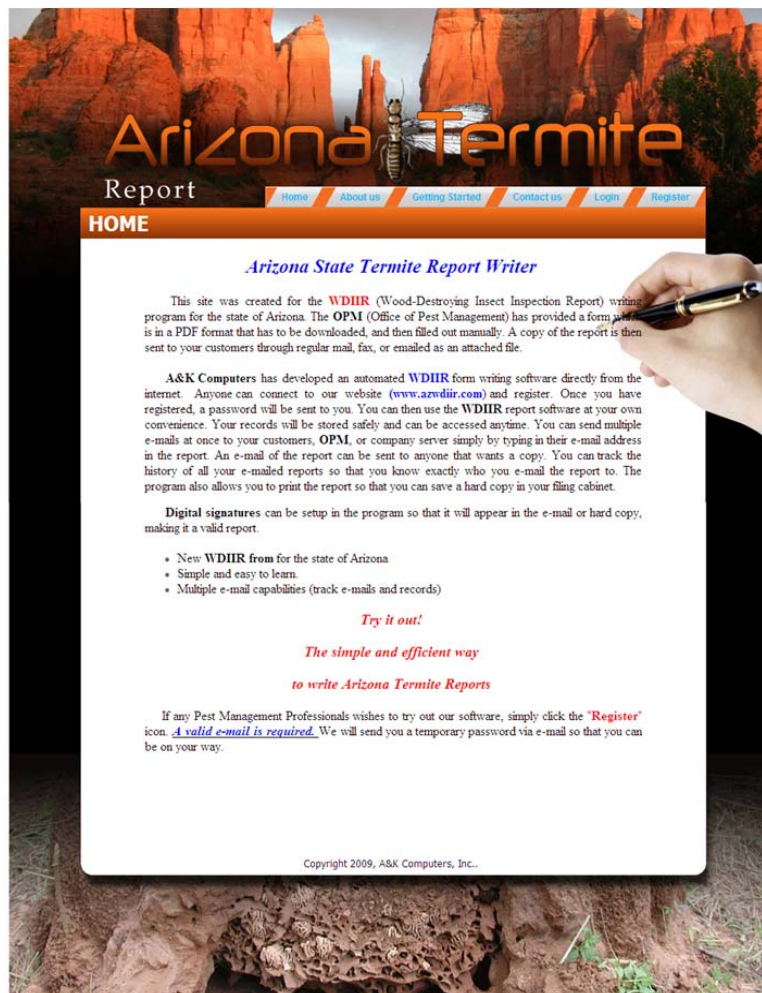
The system revolves around a very simple, user-friendly process. The WDIIR Writer TM only requires a computer with an internet connection. You can generate your account, inspectors, upload their signatures, and add your company's logo to your reports and invoices. If you connect to www.azwdiir.com, you can see how easy it is to get started. It is similar to the WINPCO program also provided by A&K Computers, Inc. You can generate termite reports, send reports to the: state, customers, property owners and brokers. The generated report can be sent via e-mail or printed out for a hard copy.

The WDIIR Writer TM even has the capability to transfer and download data received in the field through the internet. Reports can be transferred within seconds back to the home office for greater efficiency and turn-around. The possibilities are endless with the WDIIR Writer TM.

WDIIR Writer™



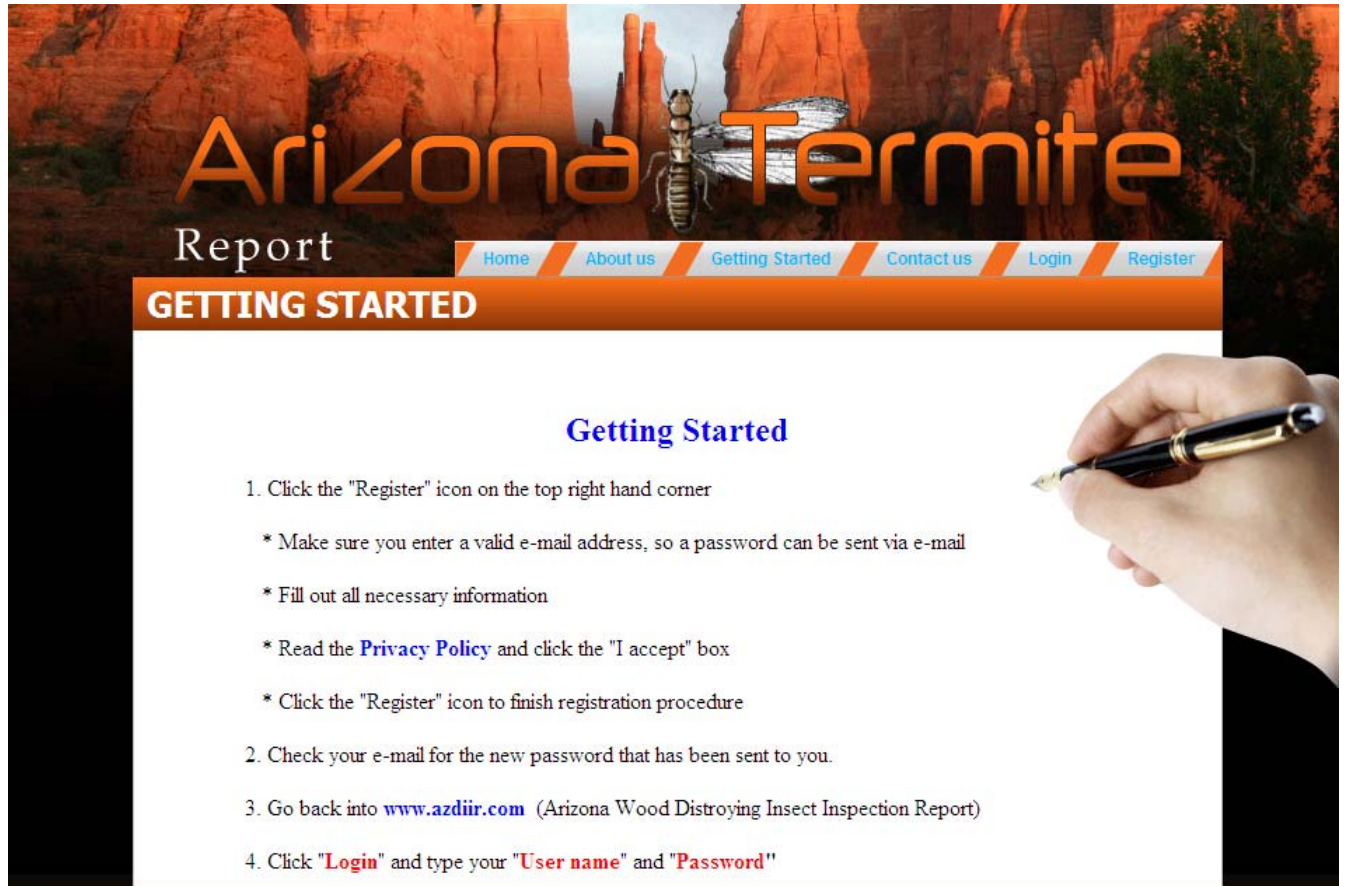
1. Turn your computer on and open your internet browser by clicking the “**Start menu**”, then the “**internet**” icon (or whichever internet service you use regularly).
2. Type <http://www.azwdiir.com> on the address bar. You will see the WDIIR Writer™’s Home page.



3. There are six different tabs as seen on the figure to the left.
4. **Home** : WDIIR Writer™’s homepage.
About us : explains A&K Computers Inc.
Getting Started : explained what to do for first time users.
Contact us : contact information for any questions regarding WDIIR Writer™.
Login : Login page to access the main report page to write, edit, or send reports.
Register : Customer ID and password registration area.
5. Before you get started please read the “**Getting Started**” page. This page shows you what to do for first time users.

Getting Started

1. Click the “**Getting Started**” tab on the top of the menu.



2. To start the WDIIR WriterTM, you must acquire a **User name** and **Password**. To obtain this, you will have to register by clicking the “**Register**” tab on the top of the menu.
3. Fill out the necessary information and click the “**Register**” button on the bottom of the screen. Once registered, we will generate a new password and send it to you through email (you must register with a valid email address). If you do not receive a password from us, please check that you entered a valid email address, check the spelling of your email which you submit to us, or check your “spam” folder in you email. If none of these are the case, feel free to contact us.
4. Once you receive a password, click the “**Login**” tab and enter your “**user name**” and “**Password**” to open the WDIIR WriterTM main page.
5. The password that will bet sent to you is randomly generated. You can change the password so it can be easier to remember.

Register

The screenshot shows the 'REGISTER' page of the 'Arizona Termite Report' website. The page has an orange header with the title 'Arizona Termite Report' and a navigation menu with links: Home, About us, Getting Started, Contact us, Login, and Register. The main content area is titled 'REGISTER' and contains a registration form. A red circle highlights the form fields, and red arrows point from numbered instructions to specific elements on the page.

1. Click the “**Register**” tab on the top of the menu.

2. Enter a user name and click “**Check Availability**” to verify that the user name you have entered is not already taken.

3. Enter your company name, e-mail address (which is where you will receive a password), address, City, State, ZIP code, Phone/Fax number, License/Permit number, and your name. You can also add additional notes in the “notes” section.

4. Read the “**Privacy Policy**” carefully, and click the “**I Accept**” box.

5. After clicking the “**I Accept**” box, click the “**Register**” button on the bottom.

6. We will send a new password within minutes to the email you registered with.

7. You can always edit or change your company information after you have registered. You can click the “**Reset**” button on the bottom of the screen to erase all the fields to re-enter your information.
8. Open your e-mail account, you maybe received a new password.
9. If you do not receive a password from us, please check that you entered a valid email address, check the spelling of your email which you submit to us, or check your “spam” folder in you email. If none of these are the case, feel free to contact us. (You can find out our contact information by clicking the “**Contact us**” tab on the top of the menu.
10. Now you are ready to open the WDIIR Writer™.

Logging In



1. Click the **“Login”** tab on the top of the menu.
2. Enter your **“Login name”**, which you registered with and **“Password”**, which you received from us.
3. Click the **“Login”** button.
4. You will now enter the WDIIR Writer TM main page.
5. If you forget your password, click the **“Forgot password?”** icon. It will then ask for your email address. Once you have entered your email address and clicked the **“Submit”** button, we will generate a new password and email it to you.
6. If you forget your user name, click **“Create a new account”** then you will start a new registration process again.

Report Main Page

- A. Click the **“Login”** tab on the top menu.



- B. Enter your **“Login Name”** and **“Password”**.
- C. The main page consists of six submenus:

- **Report** : Report input section.
- **Inspector** : Inspector’s name, password, and digital signature setup.
- **Profile** : Company profile page. Information can be edited at any time.
- **Change password** : Password can be changed to your preference.
- **Manual** : Download the user’s manual
- **Log out** – Log out of WDIIR Writer TM

- 1) **Change your password** : We recommend that you change your password so it will be easier to remember by clicking the **“Change password”** icon.

Enter Old password
Enter New password
Confirm New password
Click the **“Update”** button.



Old password	<input type="text"/>
New password	<input type="text"/>
Confirm new password	<input type="text"/>
<input type="button" value="Update"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

- 2) **Profile** : Check your company information and make sure that it is correct. If not, you can edit and update your information by clicking the “**Profile**” icon.



*Enter your Report start number
(Report number will increase by
“1” from the start number)

*Upload your **Company’s Logo**.
(See pages 15-16 for upload
instructions. Must be a **JPEG** file,
100 X 100 pixel)

By clicking “**Browse**”, you can
upload your company’s logo.
This logo will show up on your
reports and invoices.

- 3) **Inspector** : You can set-up your inspector’s information such as permit number, password, and digital signature (must be **JPEG** format), by clicking the “**Inspector**” icon.



*Click “**New Inspector input**”

*Inspector’s information
- License #
- Status (Active or inactive)
- Del (Delete inspector)

New inspector Input screen

Inspector’s name

Password: (Do not forget the password, and
passwords should be 6 or more characters)

License No : Enter your permit or license #

Signature : You can upload your inspector’s
signature by clicking “**Browse**”. Must be in
JPEG format (See pages 15-16).

Notes: Enter any additional notes for your
inspector.

Once you have entered all the information, Click the “**Save**” button on the bottom of the screen.

4) **Report** : Enter the main report contents by clicking the “**Report**” icon.



New report input
Print

File no.	Date of Inspection	Address	City	Zip	Invoice
1007	05/26/2009	1878 Noranda Dr.	Phoenix	19402	invoice
1006	05/22/2009	1257 Test Fr.	Phoenix	44050	invoice

Page: (1/1) , Total rows: 2

- * New report input: Add a new report
- * File No : Automatically increases by “1” every time you enter a new report.

*Inspection date: Date of inspection

*Address : Property address which you inspected.

* Invoice : Invoice section where you prepare for your customers.

*Print : Report list displays in PDF of the properties inspected by your company

REPORT LIST

Email contact : azwdin@gmail.com
 Phone : 408-244-4811 - Fax : 408-123-4567

Uc.No.	File No.	Date of Inspection	Address	City	Zipcode
AZ333333	1007	05/26/2009	1878 Noranda Dr.	Phoenix	19402
AZ333333	1006	05/22/2009	1257 Test Fr.	Phoenix	44050


Page 1/1

To start a new inspection report, click the “**New report input**” button.

5) **Manual** : You can download the user’s manual by clicking the “**Manual**” icon. Also you can use this manual after save as a file into your computer.

Report Input

NOTE: Pursuant to: ARS§32-2321 (E) (1) (10); ARS§32-2324 (A) This form must be completed only by an Active Licensed Applicator or Qualifying Party.

1A. VA/HUD/FHA CASE # DATE OF INSPECTION 

1B. ☐ ORIGINAL REPORT ☐ SUPPLEMENTAL REPORT

1C. PURPOSE OF REPORT
☐ SALE ☐ REFINANCE ☐ OTHER

1D. WDIIR #

1E. TARF #

3A. NAME OF INSPECTION COMPANY: **Termite 111**

3B. ADDRESS OF INSPECTION COMPANY (Street, City, Zip) : **Termite 111
City/State/Zip : Santa Clara/CA/95054**

3C. TELEPHONE NUMBER (Include Area Code) : **408-333-3333**

4. BUSINESS LICENSE # : **AZ333333**

5A. NAME OF PROPERTY OWNER/SELLER

5B. PROPERTY ADDRESS (Street)

City/State/Zip

6A. INSPECTED STRUCTURES

6B. LIST ALL UN-INSPECTED STRUCTURES

7. THIS INSPECTION DOES NOT INCLUDE THE FOLLOWING LISTED AREAS WHICH ARE OBSTRUCTED OR INACCESSIBLE. (See also Item 19, page 2.)

- 1A: Enter VA/HUD/FHA Case # (12 Characters max.)**
⇒ Click the **calendar** to select the date of inspection.
- 1B: Select the report type.**
- 1C: Select purpose of report**
- 1D: Enter your WDIIR # (12 Characters max.)**
- 1E: Enter your TARF # (12 Characters max.)**
- 3A~4 : Company information.**
- 5A : Name of property owner**
- 5B : Property address**
- 6A : Inspected structures**
- 6B : List of all un-inspected structures**
- 7 : Inaccessible or obstructed structures**

8. BASED ON THE INSPECTOR'S VISUAL INSPECTION OF THE READILY ACCESSIBLE AREAS OF THE PROPERTY (See Section (11) before completing):

☐ A. Visible evidence of wood-destroying insects was observed.
Describe evidence observed:

Type of Wood_Destroying Insects observed:

☐ B. No visible evidence of infestation from wood-destroying insects was observed.

☐ C. Visible evidence of infestation as noted in 8A. Proper control measures were performed on (date):

☐ D. Visible damage due to was observed in the following areas:

☐ E. Visible evidence of previous treatment was observed. List evidence. (See also Item 20, page 2):

9. DAMAGE OBSERVED, IF ANY

☐ A. Will be or has been corrected by this company.

☐ B. Will not be corrected by this company.

☐ C. It is recommended that noted damage be evaluated by a licensed structural contractor for any necessary repairs to be made.

- 8: Visual inspection result**
- Type of Wood-Destroying Insect observed.**
- 9. Observed Damage**

10. ADDITIONAL COMMENTS (Also see page 2.)

11. STATEMENT OF INSPECTOR:

A. The inspection covered the readily accessible areas of the above listed structures, including attics and crawl spaces which permitted entry.
B. Special attention was given to those areas which experience has shown to be particularly susceptible to attack by wood-destroying insects.
C. Non-destructive probing and/or sounding of those areas and other visible accessible wood members showing evidence of infestation was performed.
D. The inspection did not include areas which were obstructed or inaccessible at the time of inspection.
E. Neither I, nor the company for which I am acting, have had, presently have, or contemplate having any interest in this property. I do further state that neither I, nor the company for which I am acting, is associated in any way with any party to this transaction.

AT THE TIME OF THE INSPECTION THE PROPERTY WAS:

☐ Vacant ☐ Occupied ☐ Unfurnished ☐ Furnished

CONDITIONS CONDUCTIVE TO INFESTATION

15. WOOD TO EARTH CONTACT (EC) ☒ Yes, ☐ No *(If YES, check mark and explain conditions conducive)*

<input type="checkbox"/> Fence Abutting Structure	<input type="checkbox"/> Pier Post	<input type="checkbox"/> Plantings/Planters Contacting Structure
<input type="checkbox"/> Concrete Form Boards	<input type="checkbox"/> Porch Stairs	<input type="checkbox"/> Other <div></div>
<input type="checkbox"/> Porch Post	<input type="checkbox"/> Trellis	

Comments :

16. EXCESSIVE CELLULOSE DEBRIS (CD) ☒ Yes, ☐ No *(If YES, check mark and explain conditions conducive)*

Comments :

17. FAULTY GRADES (FG) ☒ Yes, ☐ No *(If YES, check mark and explain conditions conducive)*

<input type="checkbox"/> Slope; surface water tends to drain toward house	<input type="checkbox"/> Stucco at or below grade
<input type="checkbox"/> Floor level at or below grade	<input type="checkbox"/> Joists in crawl space less than 18" above grade
<input type="checkbox"/> Wood siding below grade	<input type="checkbox"/> Other <div></div>

Comments :

18. EXCESSIVE MOISTURE (EM) ☒ Yes, ☐ No *(If YES, check mark and explain conditions conducive)*

<input type="checkbox"/> Standing water	<input type="checkbox"/> Water Damage	<input type="checkbox"/> Bath/Shower/Toilet Leaking	<input type="checkbox"/> Inadequate Ventilation
<input type="checkbox"/> Sprinklers Hitting Structure	<input type="checkbox"/> Water Stain	<input type="checkbox"/> Plumbing Leaks	<input type="checkbox"/> Other <div></div>
<input type="checkbox"/> Crawl Space/Water Leaking	<input type="checkbox"/> Improper Condensate Drainage	<input type="checkbox"/> Attic/Roof Leak	

Comments :

19. INACCESSIBLE AREAS (IA) ☒ Yes, ☐ No *(If YES, check mark and explain conditions conducive)*

<input type="checkbox"/> Attic - All	<input type="checkbox"/> Floors	<input type="checkbox"/> Sub/Crawl Space Area - Clearance
<input type="checkbox"/> Attic - Joists	<input type="checkbox"/> Wall Interiors	<input type="checkbox"/> Sub Area/Crawl Space No Access
<input type="checkbox"/> Attic - Partial	<input type="checkbox"/> Enclosed Stairwell	<input type="checkbox"/> Areas Obstructed By Furniture Or Stored Articles
<input type="checkbox"/> Plumbing Traps	<input type="checkbox"/> Dropped Ceilings	<input type="checkbox"/> Other <div></div>

Comments :

10. Additional Comments

11. Statement of Inspector

15. Wood to Earth contact (EC) Information

16. Excessive Cellulose Debris (CD)

17. Faulty Grades (FG)


18. Excessive Moisture (EM)


19. Inaccessible Area (IA)

20. EVIDENCE OF PREVIOUS TREATMENT

☐ BY ANOTHER COMPANY: While evidence of previous treatment does exist, it is impossible for the inspecting company to ascertain if such treatment was properly performed. Further investigation is left to the Buyer's discretion to determine if such treatment was done properly and if valid guarantee exists against the target pest of such treatment.

☐ BY THE INSPECTING COMPANY: Previous treatment is recorded for this property. At the buyer's discretion, the treatment records may be viewed at the inspecting company's local office.

Account Number Date of Initial Treatment 

Target Pest Warranty Expiration Date 


Other


Pest Control Inspector's Additional Comments :


PURSUANT TO: R4-29307 (E)(1) THROUGH(5)&(a)THROUGH(p) THE INSPECTOR MUST COMPLETE THE GRAPH ON PAGE(3) FOR ANY NOTED ITEMS WHICH ARE CHECK(✓)MARKED BELOW

✓	Code	See graph	✓	Code	See graph	✓	Code	See graph	✓	Code	See graph
<input type="checkbox"/>	SU Subterranean Termites		<input type="checkbox"/>	OW Other Wood Destroying Insects(*)		<input type="checkbox"/>	OB Obstructious		<input type="checkbox"/>	WD Water Damage	
<input type="checkbox"/>	DR Drywood Termites		<input type="checkbox"/>	FG Faulty Grade		<input type="checkbox"/>	IA Inaccessible		<input type="checkbox"/>	WS Water Stains	
<input type="checkbox"/>	DA Dampwood Termites		<input type="checkbox"/>	WE Wood To Earth Contact		<input type="checkbox"/>	IV Inadequate Ventilation		<input type="checkbox"/>	RL Roof Leaks	
<input type="checkbox"/>	BE Wood Destroying Beetles		<input type="checkbox"/>	CE Cellulose Drebris		<input type="checkbox"/>	PL Plumbing Leaks		<input type="checkbox"/>	EM Excessive Moisture	
<input type="checkbox"/>	CA Carpenter Ants		<input type="checkbox"/>	PA Plantings Abutting Structure		<input type="checkbox"/>	SP Sprinkler Hitting Structure		<input type="checkbox"/>	FI Further Inspection Needed	

(*) Other Wood Destroying Insects

Upload Image :  (Recommended image size is 500px X 500px)

Inspected By  Password




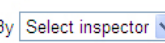
20.Evidence of previous treatment

If you write the report for the first time, it will give you the “Save” option.

You can upload your inspected structure diagram with a **JPEG** file. (See pages 15-16)

You can also select the inspector by clicking the drop down menu and entering the inspector's password.

Upload Image :  (Recommended image size is 500px X 500px)

Inspected By  Password






E-mail 1 :

E-mail 2 :

E-mail 3 :

E-mail 4 :

E-mail 5 :


Once you have saved the report, the figure to the left will appear on the bottom of the screen.

- You can upload images
- Print Inspector's digital Signature
- Email reports (Email up to 5 different addresses at once)
- Print report
- Update report
- Check Update/Email history

Recommended image size for Diagram: 500Pixel x 500Pixel

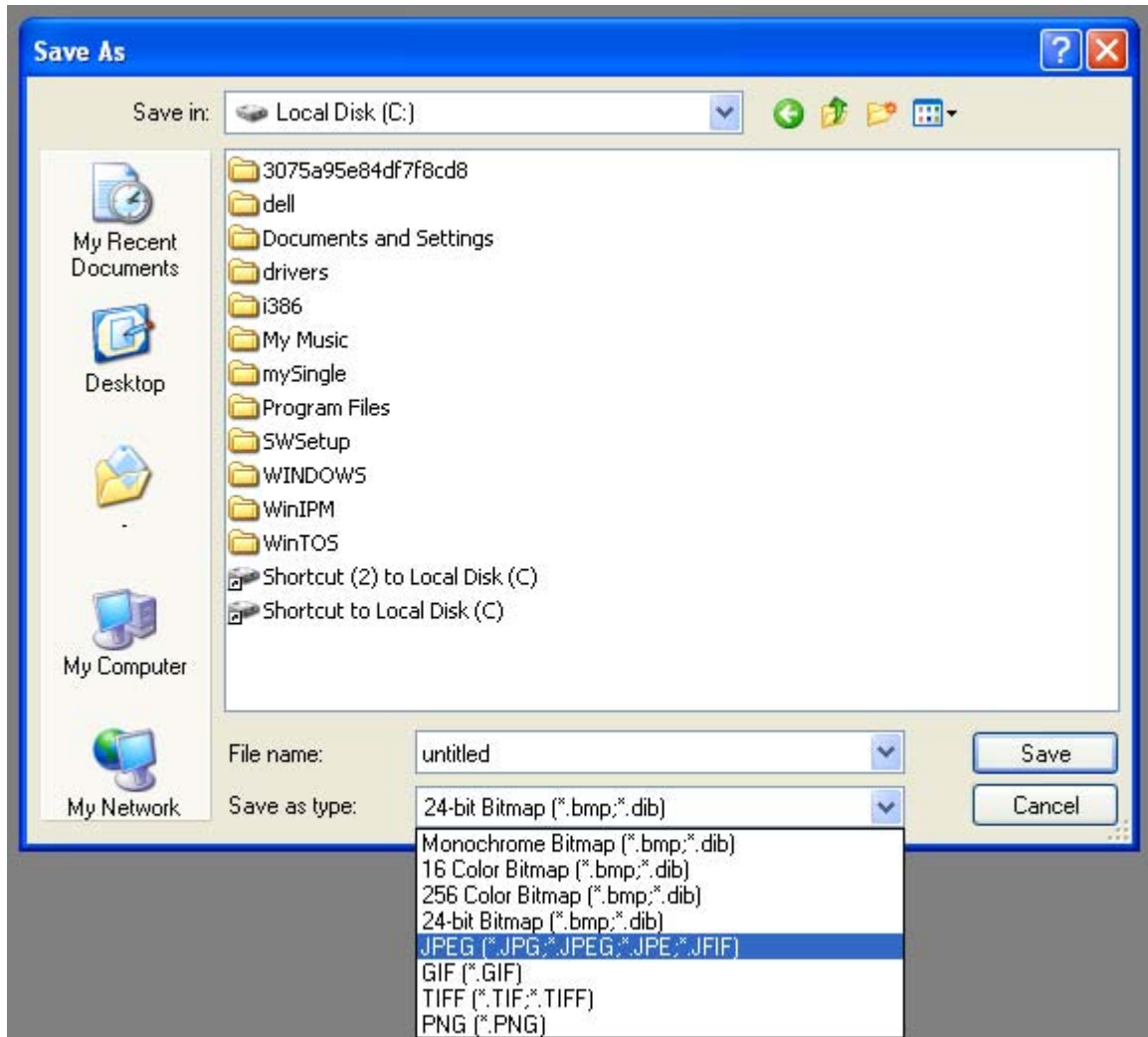
***** If you **DO NOT** put in the inspectors password, it **will not** print or email the report with the inspector's digital signature. If you enter inspector's password, then you can print out or send e-mails with the inspector's digital signature on the report.

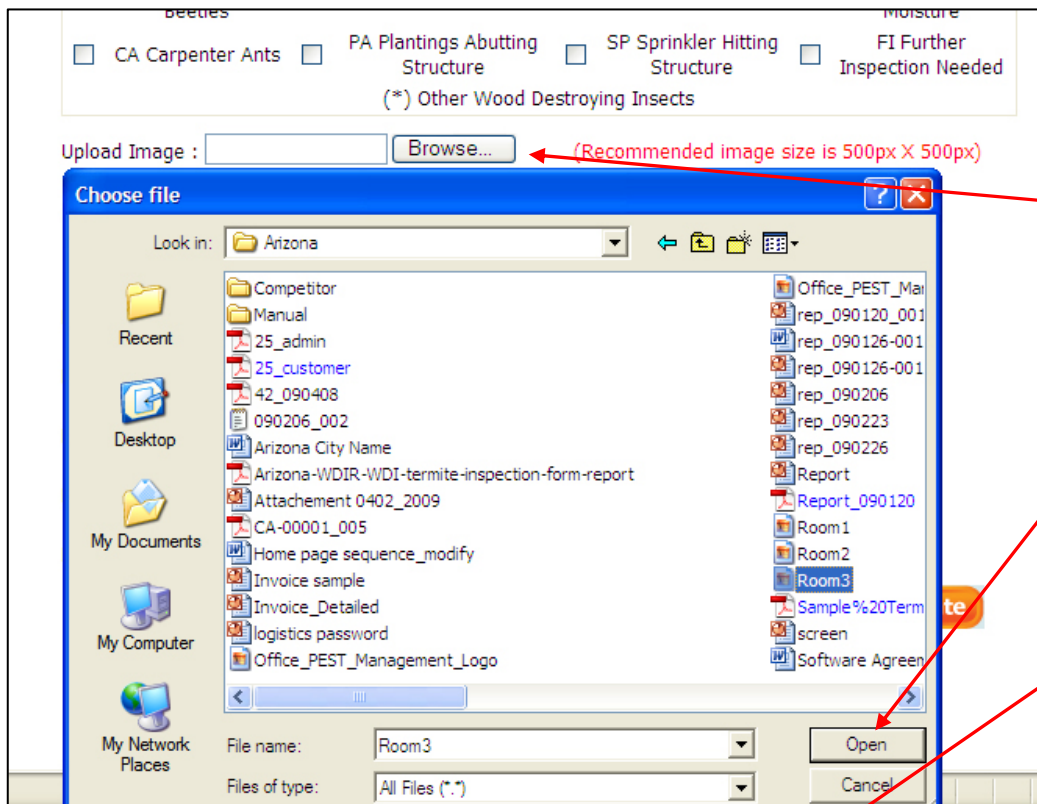
This is a sample copy of a final WDIIR Report.

 Office of Pest Management WOOD-DESTROYING INSECT INSPECTION REPORT ADDITIONAL INFORMATION OF THIS PROPERTY MAY BE AVAILABLE FROM OFFICE OF PEST MANAGEMENT, 9535 E. Doubletree Ranch Road, Scottsdale, Arizona 85258-5514, (602) 255-3664 - (602) 255-1281 fax www.sdp.state.az.us		1A. VAH/UD/FHA CASE # 34-02	DATE OF INSPECTION 06/26/2009
		1B. <input checked="" type="checkbox"/> ORIGINAL REPORT <input type="checkbox"/> SUPPLEMENTAL REPORT	1D. WDIIR # e940
		1C. <input checked="" type="checkbox"/> SALE <input type="checkbox"/> REFINANCE <input type="checkbox"/> OTHER	1E. TARF #
NOTE: Pursuant to: ARS§32-2321 (B) (1) (10), ARS§32-2324 (A) This form must be completed only by an Active Licensed Applicator or Qualifying Party.			
2. READ CAREFULLY PRIOR TO COMPLETING THIS OFFICE OF PEST MANAGEMENT (OPM) FORM			
1. The VA or HUD/FHA case number shall be inserted in Item 1A by the lender or by the pest control company. 2. Areas that were inaccessible or obstructed (Item 7) may include, but are not limited to, wall coverings, fixed ceilings, floor coverings, furniture, or stored articles. In Item 7, the Inspector shall list those obstructions or areas which inhibited the inspection. 3. Item 8A alone is checked when evidence/insects are found but no control measures are performed. Items 8A and 8C are checked when evidence/insects are found AND control measures are performed. 4. When visible evidence is observed, wood-destroying insects causing such evidence shall be listed in item 8A and the visible damage resulting from such infestation shall be noted in Item 8D. 5. When treatment is indicated in Item 8C, the insects treated shall be named and the date of treatment indicated. The application method and chemicals used shall be entered in Item 10. Proper control measures may include issuance of a warranty. Warranty information shall also be entered in Item 10. (Proper control measures are those which are allowed by OPM Statute/Rule, or the label for the chemical used). 6. Visible evidence of conditions conducive to infestation from wood-destroying insects shall be reported in Items 15-18 on the second page of this form, (e.g., earth-wood contact, faulty grade, insufficient ventilation, etc.). 7. All supplemental reports shall be completed within (30) days of the date of the original report.			
3A. NAME OF INSPECTION COMPANY Termite 111		5A. NAME OF PROPERTY OWNER/SELLER Property Owner	
3B. ADDRESS OF INSPECTION COMPANY (Street, City, ZIP) 29304 Phoenix Boulevard Montezuma/Rimrock/McGuireville, AZ 86335		5B. PROPERTY ADDRESS (Street, City, ZIP) 94503 Term Life Test Dr. Phoenix, AZ 89503	
3C. TELEPHONE NUMBER (Include Area Code) 408-333-3333	4. BUSINESS LICENSE # AZ333333	6A. INSPECTED STRUCTURES	
6B. LIST ALL UN-INSPECTED STRUCTURES			
7. <u>THIS INSPECTION DOES NOT INCLUDE THE FOLLOWING LISTED AREAS WHICH ARE OBSTRUCTED OR INACCESSIBLE.</u> (See also Item 19, page 2.)			
8. <u>BASED ON THE INSPECTOR'S VISUAL INSPECTION OF THE READILY ACCESSIBLE AREAS OF THE PROPERTY</u> (See Section (11) before completing):			
<input type="checkbox"/> A. Visible evidence of wood-destroying insects was observed. Describe evidence observed: _____ Type of Wood-Destroying Insects observed: _____ <input type="checkbox"/> B. No visible evidence of infestation from wood-destroying insects was observed. <input type="checkbox"/> C. Visible evidence of infestation as noted in 8A. Proper control measures were performed on (date): _____ <input type="checkbox"/> D. Visible damage due to _____ was observed in the following areas: _____ <input type="checkbox"/> E. Visible evidence of previous treatment was observed. List evidence. (See also Item 20, page 2.) _____			
9. <u>DAMAGE OBSERVED, IF ANY</u>		10. <u>ADDITIONAL COMMENTS</u> (ALSO SEE PAGE 2.)	
<input type="checkbox"/> A. Will be or has been corrected by this company. <input type="checkbox"/> B. Will not be corrected by this company. <input type="checkbox"/> C. It is recommended that noted damage be evaluated by a licensed structural contractor for any necessary repairs to be made.		(Number of additional attachments to this report.) <u>0</u> Page(s)	
11. <u>STATEMENT OF INSPECTOR</u>			
A. The inspection covered the readily accessible areas of the above listed structures, including attics and crawl spaces which permitted entry. B. Special attention was given to those areas which experience has shown to be particularly susceptible to attack by wood-destroying insects. C. Non-destructive probing and/or sounding of those areas and other visible accessible wood members showing evidence of infestation was performed. D. The inspection did not include areas which were obstructed or inaccessible at the time of inspection. E. Neither I, nor the company for which I am acting, have had, presently have, or contemplate having any interest in this property. I do further state that neither I, nor the company for which I am acting, is associated in any way with any party to this transaction.			
12A. <u>SIGNATURE OF INSPECTOR</u>		12B. INSPECTOR'S LICENSE NUMBER	12C. DATE
STATEMENT OF PURCHASER I HAVE RECEIVED THE ORIGINAL, OR A LEGIBLE COPY, OF THIS FORM AND HAVE READ PAGE (1, 2, & 3) OF THIS FORM. I UNDERSTAND THAT THIS IS NOT A STRUCTURAL DAMAGE, FUNGUS/MOLD REPORT, OR A WARRANTY AS TO THE ABSENCE OF WOOD-DESTROYING INSECTS AND I CAN CONSIDER ASSESSMENT BY A LICENSED STRUCTURAL CONTRACTOR OR FUNGUS/MOLD INSPECTOR FOR ANY STRUCTURAL DAMAGE OR FUNGUS/MOLD CONCERN			
13. SIGNATURE OF PURCHASER			14. DATE

Uploading a Structure Diagram

1. Draw your diagram with any kind of drawing software such as **Paint**, **Photoshop**, **Visio**, etc.
2. When you save the file, save file type as a **JPEG type** (as shown in the figure below).





3. Go to report that you would like to upload the diagram to.
4. Click the “**Browse**” button and select the folder which you saved the **JPEG** image in.
5. Select the file by clicking it once and then click “**Open**”.
6. Once you have opened the file, you should be able to see a miniature picture of the diagram on the report page.

☐ Delete file.

Upload Image : (Recommended image size is 500px X 500px)

Inspected By Password

E-mail 1 :

E-mail 2 :

E-mail 3 :

E-mail 4 :


E-mail 5 :

Invoice Section

File no.	Date of Inspection	Address	City	Zip	Invoice
1007	05/26/2009	1878 Noranda Dr.	Phoenix	19002	invoice
1006	05/22/2009	1257 Test Fr.	Phoenix	44000	invoice

Page: (1/1) , Total rows: 2

[illegible]

	INVOICE / STATEMENT Termite 1111 Termite 111 Santa Clara, CA 95054 Tel: 408-333-3333 / Fax: 408-333-3334		DATE : Jun. 01, 2009 Report # : 1008 Invoice # : TER_0008 Case # : VA652209REV2	
	Termite 111 Termite 111 Santa Clara, CA 95054			
Property Inspected:	Termite 111 Termite 111 Santa Clara, CA 95054		Inspection	\$250.00
			Repair	\$250.00
Bill to :	Uk 1257 Test Fr. Phoenix, AZ 44050		State Report	\$250.00
				\$250.00
			Total Due	\$653.50
Description of service Test Termite Inspection, Repair and State report service.				

		INVOICE / STATEMENT	DATE : Jun. 01, 2009 Report # : 1008 Invoice # : TER_0008 Case # : VA052206REV2
		Terrille 111 Santa Clara, CA 95054 Tel : 408-333-3333 - Fax: 408-333-3334	
Property Inspected:	Description	Amount(\$)	
Terrille 111	Inspection	\$250.00	
Terrille 111	Repair	\$ 150.00	
Santa Clara, CA 95054	Report	\$ 250.00	
	State Report	\$ 50.00	
	Total Due	\$650.00	
Billed to :	Description of service		
Uk	Test Terrille Inspection, Repair and State report service.		
1257 Test Fr. Phoenix, AZ 44050			

Return this copy with Remittance
THANK YOU FOR YOUR BUSINESS

1. Login with your “user name” and “password”.
2. Click the “**Report**” icon on the top submenu bar.
3. Choose the report you wish to generate or edit the invoice for by clicking “**Invoice**” on the right of the address of the structure inspected.
4. Enter all necessary information
5. Property information will automatically transfer over from the report.
6. Enter the Description and Amount (Once printed, it will **automatically** total up all the amounts).
7. Enter detailed descriptions or any other notes.
8. Click the “**Save**” button when finished.
9. After you have saved the invoice, you will be able to see the “**Print**” button on the bottom of the invoice.
10. Click the “**Print**” button to show you a preview of the final invoice.
11. You can either print out the invoice and mail it to your customers, or you can save the file (by clicking “**Save a Copy**” on the top left) and email the invoice as an attachment.