

Checklist Template			
Company Name	Checklist Name	Date Created	Revision Number
	Service Completion		
Checklist Frequency (Daily/Weekly/Monthly/Project or Phase Based)			
Every time a Service Order is Reviewd			
Checklist Description			
Items that need to be checked when creating the service invoice			
Who's Involved		When is the checklist needed?	
Name	Department or Function	Example: Phase completion, proposal created, etc.	
	Service Manager	When Reviewing Service Order for Invoice.	
What are the items?			
Item			Completed
Verify Service is Completed and no return trips are needed			
Verify D-Tools Time matches QuickBook Times - if different, figure out billable time			
Verify any parts that were used			
Verify the parts were delivered in Tracknicity (Reports-Staging-Search"Service")			
Add parts to D-Tools Service Order			
Who does the process transfer to next?			
Name	Department or Function	Milestone	