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 checkled 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. When Reviewing Service Order for Invoice. When Reviewing Service Order for Invoice. Warify Service is Completed and no return timps are needed 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 Milestone Milestone Milestone Milestone	Checklist Template				
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