

Russells/Melissas

## Jobs Schedule Follow-up

| Invoice No. | Contract |      | Plan signed | permit |      | Photo |      | Order placed | F_ation ordered | Inscription |      |        |        | Installation booked | Accessories ordered |
|-------------|----------|------|-------------|--------|------|-------|------|--------------|-----------------|-------------|------|--------|--------|---------------------|---------------------|
|             | signed   | due  |             | sent   | back | got   | sent |              |                 | got         | sent | signed | booked |                     |                     |
| SM1271      | 21-3     | Sept |             | 1-4    | 13-4 | -     | -    | -            | -               | 23-3        | 23-3 | 9-4    | 13-4   | ✓                   | ✓                   |
| SM1267      | 12-3     | Sept |             | 15-3   | 25-3 | -     | -    | -            | -               | 21-3        | 21-3 | 26-3   | 2-4    | ✓                   |                     |
| SM1281      | 1-4      | Sept |             | 1-4    | 13-4 | 1-4   | 1-4  | -            | -               | 1-4         | 8-4  | 12-4   | 13-4   |                     | 1-4                 |
| SM1172      | 1-11     | July |             | 6-3    | 14-4 | ?     | ?    |              |                 | 3-3         | 3-3  | 7-3    | 7-3    | 18-7                | 12-6                |
| SM1295      | 13-4     | Sept |             | 15-4   | 10-5 | 7-5   | 7-5  |              |                 | 17-4        | 17-4 | 10-5   | 10-5   |                     | 15-4                |
|             |          |      |             |        |      |       |      |              |                 |             |      |        |        |                     |                     |
|             |          |      |             |        |      |       |      |              |                 |             |      |        |        |                     |                     |
|             |          |      |             |        |      |       |      |              |                 |             |      |        |        |                     |                     |

Done  
✓ All completed

Done  
Paid in full.

✓ All Done

✓ All Done

✓ Done.  
Waiting on photo to go on.

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|-------------|----------|-----|-------------|--------|-------|-------|------|--------------|-----------------|-------------|------|--------|---------|---------------------|---------------------|
|             | signed   | due |             | sent   | back  | got   | sent |              |                 | got         | sent | signed | booked  |                     |                     |
| SM1347      | 25-6     | Nov |             | 25-6   |       | ✓     | ✓    |              |                 | 25-6        | 25-6 | 27-6   | 27-8-19 |                     |                     |
| SM1353      | 2-7      | Nov | 3-7         | 3-7    |       | -     | -    |              | -               | -           | -    | -      | -       | 26-8-19             | NA                  |
| SM1355      | 2-7      | Aug |             | -      | -     | -     | -    |              |                 | 3-7         | 3-7  | 3-7    | 3-7     | ✓                   |                     |
| SM1363      | 4-7      | Nov | 24-7        | 15-8   | 16-9  |       |      | 15-8         | -               | 3-9         | 3-9  | 20-11  | 20-11   |                     |                     |
| SM1371      | 12-7     | Nov | 24-7        | 23-8   | 16-9  | 5-8   | 5-8  | 29-7         | -               | 5-8         | 5-8  | 8-8    | 8-8     | 8-10                | 26-7                |
| MS213       | 14-8     | Nov | 19-10       | 17-10  | 12-11 |       |      |              |                 |             |      |        |         |                     | 17-10               |
| SM1378      | 29-7     | Dec |             | 29-7   | 29-8  | 5-9   | 5-9  |              |                 | 29-7        | 29-7 | 8-8-19 | 29-8    | 29-8                | Frame.<br>29-7-19   |
| SM1392      | 19-8     | Dec | 26-8        | 26-8   |       | 26-8  | 26-8 | 26-8-19      | -               | 26-8        | 26-8 | 9-9    | 9-9     | 29-10               | 26-8                |

✓ All Done

Done + completed

✓ Paid in full - All Done

✓ All Done

new heads ordered

✓ All Done

✓ Installed + Done



Russell's/Mellissas.

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|-------------|----------|--------|-------------|--------|------|-------|------|--------------|-----------------|-------------|------|--------|---------------------|---------------------|
|             | signed   | due    |             | sent   | back | got   | sent |              |                 | got         | sent | signed | booked              |                     |
| SN1320      | 16-7     | by Nov |             | 28-6   |      |       |      |              |                 | 28-6        | 28-6 |        |                     | Henry taken.        |
| SN1214      | 19-1     | Sept   | 2-5         | 14-5   | 13-6 | 10-7  | 10-7 | 2-5          | 12-7            | 30-5        | 30-5 | 30-7   | 30-7                | 11-9-19             |
| SN1261      | 6-3      | Oct    | 13-4        | 17-4   | 10-5 |       |      | 15-4         | —               | 17-5        | 17-5 | 13-8   | 13-8                | 17-10               |
| SN1238      | 8-2      | Aug    |             | 25-2   | 27-3 | 29-3  | 29-3 | ✓            | 1-5             | 14-4        | 1-4  | 20-5   | 20-5                | 5-6                 |
| SN1297      | 15-4     | Aug    | 30-4        | 26-4   | 16-5 | —     | —    | 30-4         | —               | 10-5        | 10-5 | 10-5   | 10-5                | 26-7                |
| SN1175      | 5-10     | ✓      | 28-11       | 26-11  | 7-1  | 1-2   | 1-2  | 28-11        | —               | 12-2        | 12-2 | 12-2   | 12-2                | ✓                   |
| SN1289      | 8-4      | Sept   | 24-5        | 24-5   | 19-6 | 19-9  | 19-9 | 24-5         | —               | 21-9        | 23-9 | 23-9   | 23-9                | 23-10               |
| SN1284      |          | Oct    |             | 19-6   | 17-7 | 29-6  | ✓    |              |                 | 25-6        | 28-6 | 17-7   | 17-7                | ✓                   |

Additonal

Additonal

Changed from SN1287

✓ All Done.

✓ All

Done.

✓ All

Done.

All

Done.

All

Done.

Installed missing cable box.

All

Done.

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|-------------|----------|-----|-------------|--------|------|-------|------|--------------|-----------------|-------------|------|--------|--------|----------------------|---------------------|
|             | signed   | due |             | sent   | back | got   | sent |              |                 | got         | sent | signed | booked |                      |                     |
| SN1327      | 28-5     | Nov | 28-6        | 28-6   | 7-8  | 15-8  | 15-8 | 28-6         | —               | 14-8        | 14-8 |        |        |                      | 14-8                |
| SN1328      | 28-5     | Nov | 3-7         | 28-6   | 7-8  | 7-8   | 7-8  | 3-7          | —               | 30-7        | 30-7 | 8-8    | 8-8    | 23-9-19              | 10-8                |
| SN1331      | 4-6      | Oct | 7-6         | 7-6    | 7-8  | 7-6   | 7-6  | 11-7         |                 | 7-6         | 7-6  | 17-6   | 17-6   | 28-10 task for Photo | 9-6                 |
| SN1332      | 4-6      | Oct |             | 13-6   | 9-7  |       |      |              |                 | 4-6         | 4-6  | 18-6   | 9-7    | 23-9                 | no accessories      |
| SN1333      | 5-6      | Oct | 28-6        | 28-6   | 12-8 | 19-7  | 19-7 | 2-7          |                 | 31-7        | 31-7 | 21-8   | 21-8   | 25-9                 | 13-6                |
| SN1339      | 12-6     | Nov | 19-6        | 19-6   | 17-7 | 5-8   | 5-8  | 19-6         |                 | 5-8         | 5-8  | 15-8   | 15-8   | 1-10                 | 18-6                |
| SN1342      | 18-6     | Nov |             | 21-6   |      | —     | —    |              |                 | 20-6        | 20-6 | 26-6   | 17-7   | 17-7                 |                     |
| SN1343      | 19-6     | Nov | 28-6        | 28-6   | 12-8 | 15-8  | 15-8 | 28-6         |                 | 1-7         | 1-7  | 15-8   | 15-8   | 4-10                 | —                   |

Customer has been in hospital.

Done.

Done.

Done.

Done.

Done.

Done.

Done.



## Jobs Schedule Follow-up

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|-------------|----------|------|-------------|--------|------|-------|------|--------------|------------------|-------------|-------|--------|--------|---------------------|---------------------|
|             | signed   | due  |             | sent   | back | got   | sent |              |                  | got         | sent  | signed | booked |                     |                     |
| SW1236      | 7-2      | Nov  | 14-2        | 8-2    | 23-5 | 29-5  | 29-5 | 14-2         |                  | 14-2        | 14-2  | 23-5   | 23-5   | 23-5                | 5-6                 |
| SW1282      | 1-4      | 8-19 | 8-5         | 8-5    | 13-6 |       |      | 8-5          | -                | 24-5        | 24-5  | 21-6   | 21-6   | 26-8-19             | 8-5                 |
| SW1293      | 12-14    | 9-19 | 29-4        | 26-4   | 17-5 | 5-5   | 5-5  | 29-4         |                  | 1-5         | 1-5   | 17-5   | 17-5   | 2-8-19              | 1-5                 |
| SW1305      | 1-5      | 9-19 | 14-5        | 14-5   | 13-6 | 13-6  | 13-6 | 16-5         | 13-6             | 12-6        | 12-6  | 28-6   | 28-6   | 23-9-19             | 14-5                |
| SW1319      | 16-5     | Oct  | 30-5        | 30-5   | 13-6 |       |      | 16-5         | -                | 28-10       | 28-10 | 1-10   | 1-10   | 28-10-19            | 30-5                |
| SW1320      | 16-5     | Sept | 29-5        | 29-5   | 9-7  |       |      | 30-5         | -                | 12-6        | 17-6  | 18-7   | 18-7   |                     | 29-5                |
| SW1322      | 23-5     | Nov  | 28-6        | 28-6   |      |       |      | 17-7         | -                | 28-8        | 28-8  | 7-10   | 7-10   | 21-11-19            | 26-8                |
| SW1326      | 28-5     | Oct  |             |        |      |       |      |              | -                | 29-5        | 6-6   | 9-7    | 9-7    |                     | 9-6                 |

✓ All Done  
✓ Done, paid waiting for  
Phone + frame to go on.  
✓ Installed.  
✓ All Done  
✓ Installed.  
✓ Installed.  
✓ Installed  
Done +  
Installed.  
Waiting for  
Payment  
✓  
All Done  
+ complete!

Additional

# Jobs Schedule Follow-up

| Invoice No. | Contract |          | Plan signed | permit |       | Photo |      | Order placed | F_ation ordered | Inscription |      |        |        | Installation booked | Accessories ordered |
|-------------|----------|----------|-------------|--------|-------|-------|------|--------------|-----------------|-------------|------|--------|--------|---------------------|---------------------|
|             | signed   | due      |             | sent   | back  | got   | sent |              |                 | got         | sent | signed | booked |                     |                     |
| SN1015      | 11-4-18  | ✓        | ✓           | 28-5   | 19-6  |       |      |              | 10-18           |             |      |        |        |                     |                     |
| SN1095      | 24-7     | 11-19    | 7-8         | 21-9   | 25-10 | -     | -    | ✓            |                 | 27-9        | 27-9 | 31-5   | 31-5   | 28-8-19             | yes                 |
| SN1096      | 25-7     | by Dec   | 15-8        | 15-8   | 6-9   | 4-2   | 4-2  | 15-8         | -               | 28-8        | 28-8 | 29-8   | 29-8   | on site ✓           |                     |
| SN1112      | 26-8     | -        |             |        |       |       |      |              |                 |             |      |        |        |                     |                     |
| SN1204      | 20-12    | held off | 14-2        | 14-2   | 22-3  | -     | -    | 22-3         | 13-5            | 14-2        | 26-3 | 26-3   | 26-3   | 26-3                | ✓                   |
| SN1220      | 23-1     | Aug      | 3-4         | 10-4   | 1-5   | 21-6  | 24-6 | 10-4         |                 | 2-5         | 3-5  | 8-5    | 8-5    | 16-7                | 11-4                |
| SN1223      | 24-1     | Aug      | 11-2        | 11-2   | 6-3   | 1-4   | 19-4 | 7-3          |                 | 25-3        | 25-3 | 29-3   | 3-4    | 4-6                 | 14-2                |
| SN1228      | ✓        | Aug end  | ✓           | 26-4   | 17-5  | 24-7  | 24-7 | 26-4         | -               | 24-5        | 24-5 | 19-6   | 19-6   |                     |                     |

cannot get hold of customer  
 Installed  
 All Done  
 cannot get hold of customer  
 All Done  
 All Done  
 completed  
 All Done & installed  
 Done  
 Waiting Payment



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|-------------|----------|-----------|-------------|--------|-------|-------|-------|--------------|-------------------|-------------|-------|--------|--------|----------------------|---------------------|
|             | signed   | due       |             | sent   | back  | got   | sent  |              |                   | got         | sent  | signed | booked |                      |                     |
| SN1399      | 1-9      | -         | -           | -      | -     | -     | -     | 1-9          | -                 | ✓           | ✓     |        |        | Blanc Plaque Pick up |                     |
| SN1406      | 9-9      | Dec.      | 11-9        | 23-9   |       | 24-9  | 24-9  | 12-9         | -                 | 24-9        | 24-9  | 7-10   | 7-10   | 24-9                 |                     |
| SN1422      | 23-9     | Dec Jan   | 30-9        | 7-10   | 1-11  | 4-10  | 4-10  | 10-10        | 1-11              | 4-10        | 4-10  | 22-10  | 22-10  | 7-10                 |                     |
| SN1423      | 24-9     | Jan Feb   | 12-11       | 12-11  |       | 12-11 |       | 13-11        | -                 | 12-11       | 12-11 |        |        |                      |                     |
| SN1427      | 30-9     | Feb       | 7-10        | 7-10   | 15-11 | -     | -     | 7-10         | 15-11             |             |       |        |        |                      |                     |
| SN1428      | 4-10     | Feb March | 25-10       | 25-10  | 8-11  |       |       | 25-10        | 8-11-19           | 12-11       | 12-11 | 8-11   | 8-11   |                      |                     |
| SN1441      | 18-10    | Feb March | 12-11       | 12-11  |       | 12-11 | 12-11 | 13-11        | -                 | 12-11       | 12-11 |        |        |                      |                     |
| SN1451      | 30-10    | March     |             |        |       |       |       |              |                   |             |       |        |        |                      |                     |

re-dé 1 piece