

Sample Header, Middle & Footer Messages

Work Order / Report Header Message

Sample:
Service Software, LLC
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Littleton, CO 80120
Office: (303) 694-0183 | Fax: (303) 694-0527
www.servicesoftwareinc.com

Note: We recommend the header to be 5 lines or less anything after 5 lines will be cut off.

Work Order Middle Message (Generally geared towards the Vendor)

Sample 1:

Please call our homeowner within 24 hours of receipt of this notice to arrange to have this inspection and/or warranty request totally resolved within 10 business days. At the time you remedy the issue, please ask our homeowner(s) to sign off below acknowledging that the issue was resolved. Please fax this form back to (FAX #) within 24 hours after the sign off is received.

Sample 2:

** Please call for an appointment even if work is on the exterior ** Please arrive on time. If delayed, please notify our customer ** Please do not park in driveway ** Please wear protective shoe coverings and keep work areas clean **Please contact (BUILDER NAME) Customer Service department if you have questions**

Sample 3:

Please respect our homeowners; please don't park in the driveway. If you are working outside, please notify the homeowner, all work must be completed on time.
If you cannot complete work on time, please call our customer service department at (PHONE #).

Sample 4:

Homeowner must be contacted within 24 hours to setup appointment and (BUILDER NAME) Warranty Division at (PHONE #) must be notified.

Sample 5:

Please Note: It is mandatory that an appointment is scheduled within 3 working days from receiving this Work Order.

Work Order Footer Message (Generally geared towards the Homeowner)

Sample 1:

Your signature will acknowledge the above repair was completed to your satisfaction, no other damage has occurred and the repaired area was left in reasonably, clean condition. If you have any questions, please contact (BUILDER NAME) Customer Service Manager. Thank you for choosing (BUILDER NAME)!

Sample 2:

Please sign and date the work order at the bottom and have the homeowner sign as well. Please fax the signed work order back to (FAX #), this needs to be received within 24 hours after the work is completed. If work is to be performed is outside of the scope of this work order, please contact our office at (PHONE #).

Sample 3:

Please respect our homeowners. Remove your shoes while inside the home or wear the protective shoe coverings. Do not park in the driveway. Clean up after all work.

The homeowner's signature is required upon completion of the work. The signed work order must be faxed to (FAX #). Thank you!

Sample Header, Middle & Footer Messages

Vendor Ratings Footer Message: Setup>Builder/Site Setup>Vendor Ratings (appears within the Vendor Status Report)

Sample 1:

your Customer Service is currently rated [status].

We are proud of our Trade Partners rated in GREEN.

Thank you!!!

However, checks will be in jeopardy for those rated in YELLOW.

All Checks will be held while you are rated in RED.

Please update status of scheduled appointments and completed work orders to Warranty Department before the close of business tomorrow.

GOOD CUSTOMER SERVICE IS ALWAYS GOOD BUSINESS

Sample 2:

Your current rating with (BUILDER NAME) is [status].