



# STATUS REPORT EXAMPLE

## CUSTOMER NAME

**DAILY STATUS UPDATE**  
**Reported on August 24, 2009**

### COMPLETED CALLS

521 – Los Angeles, CA – AC-1 Traced, located, repaired Freon Leaks, Charged System.  
AC-2 Replace blown fuse.  
Call complete per MOD Steve Benson, R5 Rating. (1 to 5, 5 being the best.)

322 – San Francisco, CA – AC-1 Replaced contactor.  
Call complete per MOD James Wilson, R5 Rating.

### SCHEDULED CALLS

433 – Auburn, MA – AC-1 Technician found the drain pan rusted through.  
We will be forwarding a proposal for repairs today.

435 – Medford, MA – Technician is dispatched for 8/25/09 A.M., to conduct a temperature survey of the supply, return  
air along with outside (roof) temperatures to verify capacity.

653 – Gaithersburg, MD – Technician is dispatched for later today.

746 – Spartanburg, SC – Technician has arrived, is at store making minor repairs.  
Will provide completion information tomorrow.

895 – Mt. Lebanon, PA – Compressor is on order, to ship today, arrive tomorrow.  
Scheduled for installation upon arrival. Will update tomorrow A.M.

942 – Eureka, MO – Technician is scheduled for tomorrow A.M.  
Store has been advised.

### QUOTES AWAITING APPROVAL

404 – Akron, OH – Proposal for compressor replacement sent 08-23-09, awaiting approval.

653 – Gaithersburg, MD – Proposal to repair tear in ductwork, sent on 08-22-09, awaiting approval.

**Thank you,**

**Your Service Manager**