



## DAILY PROCEDURES

### Procedures:

1. On First visit to office:
  - a. Attach work orders to time sheet
  - b. Attach any invoices to work orders
  - c. Turn in time sheet from previous day
2. Call in to dispatch:
  - a. On arrival when directly dispatched to job site to start work day.
  - b. After completion of service call; before leaving for next call.
  - c. **Let your Service Dispatcher know before you go into overtime.**
3. Time Sheets
  - a. Complete as you complete the job. (I.e. park at site enter time; finish job, enter time, drive)

### Requirements:

1. Work Orders (carry blanks – use when dispatched by phone)
  - a. Must have work order number
  - b. Needs time in and time out plus date accomplished
  - c. Must note all work done, parts used, training provided  
Details are important for billing—list ext # moved, cables pulled, etc. detail- detail)
  - d. **After testing**, Must have customers signature (should be the same as person requesting work )
2. Packing lists and Invoices
  - a. Must have work order number on the list or invoice
  - b. Stock items are to be purchased on separate invoice
3. Gas receipts
  - a. Require station name, total cost and date purchased, and your name
  - b. Require prompt turn-in to office (they tend to fade away in trucks)
4. Projects or large installs
  - a. Complete daily a work order listing all time and material used for that day

**Signature:** \_\_\_\_\_

(I have read and understand the daily procedures)