

OPERATIONS CHECKLIST	JOB LOG			
	<u>Sales</u>	<u>Date</u>	<u>PM</u>	<u>Date</u>
Complete Customer Information	Yellow		Orange	
Customer Signature				
Terms & Conditions Initialed				
Deposits Required				
One Call Reference #				
Written Project Description				
Project Drawing Layout				
Plot Plan * If Required				
Project Staked/Flagged				
Project Pics/Layout/Staked				
Gate Description(s)				
Material(s) Inventoried/Job Lot				
Special Order Materials				
Shop Work Order(s)				
Chain Link				
Wood				
Ornamental				
Vinyl/PVC				
Agricultural				
Gate Shop Work Order(s)				
Material List(s)	Yellow			
Labor Sheet Estimated/Actuals				
Dispatch Details	Yellow			
Shop/Yard Material Staged				
Close Out Documents				