Example of a new customer notes in Timberline - Customer Setup

*September 10, 2012 4:00 pm*

 Faxed Request for Billing Form

*September 14, 2012 8:30 am*

 Received Request for Billing Form

*October 10, 2012 1:45 pm*

 Called A/P and left a message asking when check was scheduled for payment.

*October 17, 2012 2:00 pm*

 Called and left another message.

*October 18, 2012 9:00 am*

 Called me back and said the check would go out on Friday. Check coming from Nebraska, will give a few days.

*October 24, 2012 3:00 pm*

 If check isn’t received by Friday, will call A/P contact again.

*October26, 2012 1:30 pm*

 Check not received, called, had to leave another voicemail. If I do not get a call back I will get with estimator and see if he wants me to call or if he will call his contact on the project.

*October 26, 2012 4:30 pm*

 Received a call back. A/P (Lisa) said she forgot to put in mail. Going out in today’s mail. Will give a couple days, if not received will get with estimator.

*October 30, 2012 11:45 am*

 Check received.