

Kept Straight

Dispatch & Closeout Kit

Job Closeout Checklist - Blank template

- ☐ Work completed as agreed
- ☐ Customer walked through the finished job
- ☐ Photos taken (before / after)
- ☐ Final invoice sent
- ☐ Payment collected or scheduled
- ☐ Customer asked for a review
- ☐ Job notes filed
- ☐ Follow-up reminder set

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Job Closeout Checklist - Filled-in example

- ☒ Work completed as agreed
- ☒ Customer walked through the finished job
- ☒ Photos taken (before / after)
- ☒ Final invoice sent - #1042, \$285
- ☒ Payment collected or scheduled - card, paid on site
- ☒ Customer asked for a review - Maria said yes
- ☒ Job notes filed - replaced faucet cartridge
- ☒ Follow-up reminder set - check in 30 days

Hypothetical example showing how a customer might use this template.