WeeklyCommunications Log

January

		Meeting Date Week Ending	Meeting Date Week Ending	Meeting Date Week Ending	Meeting Date Week Ending	Meeting Date Week Ending	Monthly Totals
Service Department							
	# Service Calls Last Week						0
	Technician Hours Last Week Regular						0.00
	Overtime						0
	Vacation/Holiday/Other						0
	Total	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
	Res.Maintenance Agreements Enrolled (New)						0
	# Existing Res. Maintenance Agreements						0
	Total Residential Maintenance agreements						0
	Com. Maintenance Agreements Enrolled (New)						0
	# Existing Com. Maintenance Agreements						0
	Total Com. Maintenance Agreements						
Installation Department							**Totals**
	Installer Hours Last Week Regular						**0**
	Overtime						**0**
	Vacation/Holiday/Other						**0**
	Total	**0**	**0**	**0**	**0**	**0**	**0**
Sales							
	Total # of Sales						
	Sales person 1						
	Salesperson 2						
	Total # of Sales	0	0	0	0	0	0
	Total Sales Dollars						
	Sales person 1						
	Salesperson 2						
	Total Sales Volume	0	0	0	0	0	0
Accounting							**Totals**
	Accounts Receivable Balance						
	Acounts Payable Balance						
	Service Billings - Month to Date						
	Comm Billings - Month to Date						
	AOR Billings - Month to Date						
	NC Billings - Month to Date						
	DC Billings - Month to Date						