



From: info@columbiabldgservices.com
 Subject: **Columbia Building Services Project Update**
 Date: August 28, 2009 5:14:46 PM CDT
 To: valued_client@yourdomain.com



John Smith ,

We would like to schedule the following project(s):

■ ABC Corporation

HAND SQUEEGE, AND TOWEL DRY THE TOPS AND SIDES OF THE TWO FRONT ENTRANCE LOBBY REVOLVERS. PRICE INCLUDES WASHING ALL EXT. REVOLVER GLASS AND GLASS PANELS 2 PLATES ABOVE & ON EACH SIDE. USE SCISSORS LIFT AND POLES. DO NOT STEP OUTSIDE OF SCISSORS LIFT.

- For clarification, please check your fee

Job #: 19810
 Step #: 7
 Work Order #: 68859
 Start Date: 3/6/2009

See disclaimer below

■ .ABC Corporation

WASH INTERIOR SKYWAY GLASS OVER 7TH STREET. USE POLE AND 8 FOOT STEP LADDER BUT DO NOT USE STEP HIGHER THAN 6 FEET FROM THE GROUND.

- Job #: 19810
 Step #: 11
 Work Order #: 68861
 Start Date: 3/6/2009

See disclaimer below

If you should have any questions or comments, please call us at (612) 331 2090 or simply hit the reply button and let us know if the work is approved or if you have any other comments. This is only a preliminary schedule. The actual schedule can change due to weather or any other unforeseen event.