ILLUSTRATIVE SERVICE SAMPLE

# A cleaner work order. A clearer next step.

This demonstration shows how TurnoviAI Preservation Desk can turn field notes into review-ready paperwork while keeping facts, pricing and approval with the contractor.

| DEMONSTRATION ORDER | DOCUMENT SET |
|---|---|
| **DEMO-104** | Bid draft / completion summary / invoice support |
| **EXTERIOR MAINTENANCE** | **ALL CONTENT IS FICTIONAL** |

## What came in

| | |
|---|---|
| **Field note A** | Loose debris seen near the exterior service area; estimated amount not recorded. |
| **Field note B** | Rear service-door latch described as damaged; final repair detail missing. |
| **Work authorization** | Not included in this demonstration. |
| **Photos** | No actual photographs provided. Photo-index entries below are placeholders. |

**Our drafting rule**

No job quantities, dates, photographs, prices, authorizations, or completed work may be invented. Anything not supplied by the contractor is marked for confirmation.

These pages are a demonstration of formatting and review discipline - not evidence of real field work or a lender-ready compliance packet.

01 / BID SCOPE DRAFT

# Repair scope and pricing review

Line items extracted from the fictional notes. Quantities, amounts, scope authorization, and client requirements need contractor confirmation before use.

| | |
|---|---|
| **Work order** | DEMO-104 \| Exterior maintenance |
| **Property address** | Not included - add only from verified work order |
| **Pricing status** | Pending contractor-approved rates and quantities |

| LINE | WORK DESCRIPTION | QTY | RATE | AMOUNT |
|---|---|---|---|---|
| **01** | Exterior debris removal<br>Collect and dispose debris described in source note. Verify material type and volume. | TBD | TBD | TBD |
| **02** | Rear service-door latch<br>Repair or replace only if authorized; confirm material and labor scope. | TBD | TBD | TBD |

**DRAFT TOTAL** **NOT CALCULATED - APPROVED PRICES MISSING**

## Contractor checklist

[ ] Confirm actual quantity, labor, materials and disposal requirements.

[ ] Attach required photographs and client-specific documentation.

[ ] Verify approved rate card, bid allowable and written authorization.

[ ] Review scope and final amounts before submission.

**Review required**

This document is not a priced quote and does not attest to property condition. No submission should occur until the contractor verifies each missing item.

02 / COMPLETION SUMMARY DRAFT

# Document the work - do not invent it

Fictional field-note example for a contractor to verify. This is not evidence that any work was performed.

| | |
|---|---|
| **Reported work** | Sample notes describe exterior debris removal and a rear service-door latch repair. Contractor must confirm whether either task was actually completed. |
| **Completion date** | NEEDS CONTRACTOR CONFIRMATION |
| **Photo evidence** | NOT PROVIDED: before/after photos and any client-required metadata must be supplied and checked. |

03 / INVOICE SUPPORT DRAFT

# Approved charges, clearly organized

Never infer an invoice amount from an unapproved bid or service description.

| SERVICE | APPROVED CHARGE |
|---|---|
| Exterior debris removal | **PENDING** |
| Rear service-door latch | **PENDING** |
| **TOTAL** | **NOT YET BILLABLE** |

**Before final delivery**

Confirm work authorization, client-approved billable amounts, invoice recipient, work date, proof of completion, and any required photo index. All final decisions remain with the contractor.

## turnoviAI / Preservation Desk

Email-first drafting support. Send real job materials only after service scope and data handling have been agreed.