

B. Lawrence Homes Completion Checklist



Customer Address: _____

Molding Lines Straight. All Rooms	
Caulking Tight Crown, Baseboard, Wainscoting	
Paint Drips Removed	
Paint Around Door Knobs, Hinges Removed	
Paint Cans Labeled and Identified for Customer	
Tools and Equipment removed from job site	
All tools collected. Stored	
Work areas properly vacuumed, cleaned	
Furniture returned to original position	
Thank Customer	
Customer receive B. Lawrence Shirt	
Customer receive additional business cards	
Customer receive any promotions (magnets, pens, coupons)?	
Payment Received	
Amount	
Method of Payment	
Customer Survey Completed	
Notes, Comments, Upon Job Completion	

“MAKING YOUR HOME BEAUTIFUL”