412: Lost Business Log

400: Accounting · https://milo.masseyservices.com/docs/412-lost-business-log/

Section: Accounting
Subject: Lost Business Log
Approved by: Marlene Kolesky
Effective Date: 11 March 1988
Last Reviewed Date: 11 March 1988
Policy Owner:

Policy

INSTRUCTIONS FOR LOST BUSINESS LOG

To be used to track all cancelled contracts and chargeback inspectors for all contracts cancelled and/or not paid for twelve months.

Instructions on how to complete:

Type of Service	**PC or Lawn**
Date Started	Month and year of first service
$ AMT. of Monthly Charge	Amount charged for monthly service
No. of Unpaid Months	Number of months less than 12 that are **unpaid**
Chargeback Amount	Number of unpaid months times the monthly charge
Date Cancelled/Posted	Date of cancellation and when posted
Cancellation Code	Use code for reason of cancellation (moving, service, etc.)

Downloads

Embedded media: https://milo.masseyservices.com/wp-content/uploads/2025/09/412-Lost-Business-Log.pdf

412 Lost Business LogDownload