



# POLICIES & PROCEDURES

NUMBER PP412

SECTION: Accounting	SUBJECT: Lost Business Log
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**P & P No.:** 412

**Section:** Accounting

**Subject:** Lost Business Log

**Approved By:** Marlene Kolesky

**Effective Date:** March 11, 1988

**Last Reviewed Date:**

**Policy Owner:**

## 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:

<b>TYPE OF SERVICE:</b>	<b>PC or lawn</b>
<b>DATE STARTED:</b>	Month and year of first service
<b>\$ AMT. OF MONTHLY CHARGE:</b>	Amount charged for monthly service
<b>NO. OF UNPAID MONTHS:</b>	Number of months less than 12 that are <u>unpaid</u>
<b>CHARGEBACK AMOUNT:</b>	Number of unpaid months times the monthly charge
<b>DATE CANCELLED/POSTED:</b>	Date of cancellation and when posted.
<b>CANCELLATION CODE:</b>	Use code for reason of cancellation (moving, service, etc)

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