



POLICIES & PROCEDURES

NUMBER PP704

SECTION: Pest Prevention	SUBJECT: Activity Report
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P & P No.: 704

Section: Pest Prevention

Subject: Activity Report

Approved By: David S. Armstrong

Effective Date: August 20, 1990

Last Reviewed Date:

Policy Owner:

REPORTS NEEDED TO COMPLETE ACTIVITY REPORT:

- Transaction Analysis
- Growth/Loss Report by Route
- Final Not Serviced Report by Route
- Final Branch Sales Recap
- Final Payroll Recap
- Final DOR
- Final Monthly Termite Cancel Report

NOTE: ALL PRODUCTION, DEPOSITS, SALES, SKIPS, AND CANCELLATIONS MUST BE BALANCED TO THE DOR AND ALL LOGS PRIOR TO FILLING OUT THE ACTIVITY REPORT.

PEST CONTROL

Route # - Number of routes broken out by residential and commercial.

Service # - Number of services performed by residential and commercial. Can be found on the transaction analysis, under type -0- and 1. Don't forget to subtract the number of "No Charge - Code Z" services from the type total number of accounts serviced.

Average per Route # - Divide the number of services by the number of routes = Average

Route Charges \$ - The dollar amount of services performed by residential and commercial. Can be found on the transaction analysis, under type -0- for residential and 1 for commercial.

Per Route \$ - Divide the \$ amount of services performed by the number of routes = Averages.

Skips # - From the Not Serviced Report for all routes, except 98, #99 broken down residential or commercial.

Skips \$ - Same as above.

Skips % - Add the number of services, number of skips and the number of cancels on Line 1 residential/Line 2 commercial/Line 3 total for the total number of services available. Divide the number of skips by the total number of services available to get the percent. "ie 1.9 or 2.0)

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One-time Services # - Number of one-time services performed. The total of one-time services is on the transaction analysis. Enter on residential line. Remember, only accounts that show on transaction analysis are counted on this report.

One-time Services \$ - Same as above.

Initial Charge on Yearly Contract - From column Type 5 of the transaction analysis, the number of accounts is the count for the PC/IS only. Residential Line "B", Commercial Line "D", and the dollar amount is the combined totals of EIS and IS, Residential Line A & B, Commercial Line C & D.

New Monthly Charge - From column type 5 of the transaction analysis, pick up only the # and \$ amounts of PC/IS for residential Line "B", and commercial Line "D". The number count is the same as initial charge #.

Cancelled Services - From the Growth/Loss Report, by PC route use net # & \$ (cancel - minus - uncancel). Total residential routes and enter on Line 1, total commercial routes and enter on Line 2. The total should equal the # and \$ listed on the Manual Cancellation Log. (Except Route 98 and 99)

Pest Control \$_____ : = The total of route charges, plus one-time services, plus initial charges on yearly contracts.

LAWN

Same as Pest Control except column (type) changes. (IE)

Route # - same

Service # - same except use type-2

Average per route # - same

Route charges \$ - same except use type-2

Per route - same

Skips # - same except do not count route #98

Skips \$ - same

Skips % - same

One time services # - type-8

One time services \$ - type-8

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Initial charge on yearly contracts - same except use type-7

New monthly charge - same except use type-7

Cancelled services - same

Lawn \$_____ - same

TERMITE

& \$ Fumigation - From the transaction analysis, column type 4, account types C & D.

& \$ Subterranean - From the transaction analysis, column type 4, account types A & B.

& \$ Pretreats - From the transaction analysis, column type 4, account R.

& \$ RE Clearance - From the transaction analysis, column type 4, account type S.

& \$ Vault Fume - From the transaction analysis, column type 4, account type T.

TOTAL - From the transaction analysis, the total number and dollar value of column type 4.

Renewals - From the transaction analysis, the total number and dollar value of column type 3.

& \$ Cancelled Services - Use # & \$ from monthly termite cancel printout, should equal your manual cancellation log for termite renewals.

& \$ Reinspections Made - From the final DOR.

TERMITE CONTROL \$_____: Total of completions and renewal collections

OF EMPLOYEES ON PAYROLL AT MONTH-END

\$ of Employees on Payroll at Month-end - From the final Payroll Recap.

LEADS

Leads - From the final Branch Sales Recap.

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