



WORK ORDER PROCEDURES

SERVICE TYPE: **Construction Draw Inspection**

CONTACT TYPE: ***See Order Instructions***

Client needs report of construction progress for financing of a project.

SCHEDULING PROCEDURES:

- Contact NVMS immediately if you cannot complete and report this order by the due date.
- If provided, please call the contact prior to going to the property. If contact information is provided on the order, please notify NVMS if you cannot make contact within 48 hours.
- Print all order instructions as well as the blank report to take to the property so that you know exactly what must be done and reported per the client's guidelines.

ON-SITE PROCEDURES:

- If the contact inquires about your visit, reference the client listed on the order.
- Please dress appropriately, as you are representing NVMS, our client, as well as your own business. Professional attire and demeanor is required.
- Be sure to collect all necessary information to properly fill out the entire report form.
- Every line item must be completed for each visit. If no work has been completed since previous visit, input 0%.
- An accurate assessment of the percent complete is critical, but can be rounded to the nearest 5% (e.g., 10%, 20%, 25%, 30%, 35%, 50%, etc.)
- Always confirm if the Building Permit is posted and valid (with photo) on each visit.
- If the Certificate of Occupancy has been posted, be sure to include a clear photograph.

REQUIRED PHOTOS

- At least one clear exterior photo of the subject property from each side.
- At least one clear photo of each applicable line-item in the report (based on what is in progress/complete).
- Picture of address is required if posted.
- Clear photo of Building Permit.

REPORTING PROCEDURES:

- All fields in the report must be filled out properly.
- Photos should be uploaded directly to the website. If you are unable to upload them directly to the order, you may e-mail them to photos@nvms.com or to your NVMS Vendor Manager.

NOTE: Any specific instructions typed on the order take precedence over these standard Service Procedures.