



# Sample Service Report

ILLUSTRATIVE EXAMPLE ONLY - NOT AN ACTUAL SERVICE RECORD

Fictional entries show the type of information a visit record can contain.

## VISIT DETAILS

|                     |                                                 |
|---------------------|-------------------------------------------------|
| Property / location | Example Commercial Property - sample location   |
| Visit reference     | SAMPLE-001   Illustrative winter visit          |
| Arrival / departure | 04:15 AM / 05:05 AM Eastern - example times     |
| Crew / equipment    | Crew A   Plow truck and sidewalk crew - example |

## AREAS SERVICED & WORK RECORDED

Parking lot and access lane: plowing completed in designated areas.

Main entrance and pedestrian route: cleared by sidewalk crew.

Snow storage: placed in the example site plan's designated area.

## MATERIALS & SITE NOTES

|                     |                                                         |
|---------------------|---------------------------------------------------------|
| Material / quantity | De-icing material: 200 lb - illustrative quantity only  |
| Application area    | Parking lot and entrance route - example                |
| Access / follow-up  | Parked vehicle restricted two spaces; contact notified. |

Actual material, quantity, conditions and follow-up should reflect the visit.

## PHOTO DOCUMENTATION

### BEFORE PHOTO

Photo placeholder - no actual job shown  
Record date, time and location with photo

### AFTER PHOTO

Photo placeholder - no actual job shown  
Record date, time and location with photo

Sample format only. Actual records and service scope depend on your agreement.

**JC Snow Removal | Commercial properties only**

203-539-9752 | carlos@jlconstructiongroupllc.com | jcsnowremoval.com