

SAMPLE - demonstration project
Fictional records and amounts. Not a VPS job, invoice or price offer.

Work Completion Report

SAMPLE-R001

Drawer repair — demonstration

PREPARED FOR Sample property customer	PROPERTY Sample property (not a real job address) , Example, VA
DATE Demonstration date	STATUS Submitted
WORK ORDER / PO SAMPLE-WO-001	

Work item	Completion status	Notes
Replace drawer-slide pair	Completed	Fictional example of a recorded completion.
Finish touch-up	Not Started	Remaining item, not included as completed.

Work summary

Fictional example: the drawer-slide replacement is recorded separately from a remaining finish touch-up.

Findings / remaining items

Finish touch-up remains for review; it is not represented as completed.

Recommendations

Use the project message thread to discuss remaining work.