# Dispatch2Invoice

FREE FIELD CLOSEOUT CHECKLIST

# Before you leave the job.

Give the office the details it needs to review and prepare the invoice.

**CUSTOMER / JOB**

**SERVICE LOCATION**

**TECHNICIAN / CREW**

**JOB DATE**

## FIELD CLOSEOUT

- [ ] **Work completed**
  Describe what you found and what you did.
- [ ] **Time recorded**
  Record the crew and the time spent on this job.
- [ ] **Materials listed**
  Include clear item names and quantities used.
- [ ] **Photos attached**
  Keep useful before and after photos with the job.
- [ ] **Required sign-off captured**
  Keep any required signature with the job record.
- [ ] **Open items explained**
  State what remains and the next step needed.
- [ ] **Customer and site checked**
  Confirm the details belong to the correct job.
- [ ] **Office handoff ready**
  Make the record clear enough for office review.

## OFFICE REVIEW

Check the record, clarify any gaps, then prepare the invoice.

**REVIEWED BY**

**REVIEW DATE**

This checklist is free. D2I Lite access is invitation-based through the private beta.