

American Office Services, Inc.  
30257 Clemens Road, Suite C  
Westlake, OH 44145-1082  
(800) 789-1766

Job Sign-off Sheet

Company: Ascent Construction

Site: Indian Hills Canyon School District

Site Lead: Midge Memmott

Start Date: 6-11-13 Completion Date: 6-19-13

Lead Installer: Brian Phillips

Installation complete

Check of all hardware is tight and correct size:

Clean up of excess material, packing, tools, etc.:

Walk-through with site Lead:

Site Lead Comments: see BACK

It is the responsibility of AOS to deliver an original signed copy of this document to the customer project manager.

I certify that the installation work completed by AOS and has been done to complete satisfaction.

Customer Representative [Signature] Date: 6-19-13

AOS Site Lead: Brian Phillips Date: 6-19-13

Comments/work report:  
Great Job of customer service I appreciated  
your professionalism and knowledge

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Job Sign-off Sheet

Company: Ascot Construction

Site: Albion Canyon School District

Site Lead: Mike Mennard

Start Date: 6-11-13 Completion Date: 6-19-13

Lead Installer: Brian Phillips

Installation complete

Check of all hardware is tight and correct size:

Clean up of excess material, packing, tools, etc.:

Walk-through with site Lead:

Site Lead Comments: \_\_\_\_\_

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I certify that the installation work completed by AOS and has been done to complete satisfaction.

Customer Representative [Signature] Date: 6-19-13

AOS Site Lead: Brian Phillips Date: 6-19-13

Comments/work report:

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Scott & Marge,

I would like you to know that the Reason (the absolute determining factor) of AOS getting this contract is the conversations that I had with Austin. We were going to stay with a local company & wanted that you were all the way across the Country. Early in my conversation w/ Austin I felt very comfortable & he made me feel like we were in good hands. Turns out we have been in Great Hands! Austin & Brian have been great! There were all sorts of issues on both jobs. Dimensions were not correct. Brian & Austin put their heads down & waded through both schools & made things work. I will follow up w/ an E-mail to you that I will share with our Company as well. ~~Whether~~ You should be very proud to have such good men on your jobs. Representing your name & Company. Sincerely Mike Memmet Super. Asst