



<b>EMAIL TYPE</b>		<b>ADMINISTRATOR</b>	<b>SERVICE RECEPTION</b>	<b>FOREMAN</b>
<b>WORK DUE</b>	Email sent 14 days prior to the booked in date for an upcoming Planned job.		<b>X</b>	
<b>WORK REMINDER</b>	Email sent 3 days prior to the booked in date for an upcoming Planned or Booked job		<b>X</b>	
<b>WORK COMPLETE</b>	Email sent when a Jobsheet has been completed	<b>X</b>		
<b>AWAITING SIGN OFF</b>	Email sent when a jobsheet is at Awaiting Foreman Sign Off Status			<b>X</b>