



EXCEL CONSTRUCTION GROUP

ROOFING & CONSTRUCTION

JOB COMPLETION CHECKLIST – (844) 601-ROOF (7663)

Customer Name : _____

TASK	DATE	FILED	NOTES
Photos / 50 + Pictures			
Contract / Claim #			
Adjuster Checklist			
Insurance Adjuster			
Scope			
Work Order			
Material List Sheet			
Schedule Build Day			
Bonus Paid			
Pre-Comm			
Final Commission			
Deductible Check			
ACV			
RCV			
Supplements			
Completion Photos			
Completion Certificate			

Special Instructions : _____

Consultant Name : _____

Consultant Signature : _____