**Open Orders**

**Cheat Sheet**

**Carry Out Orders**

C/O DI M/D Ordered but not shipped

\*/O DI M/D Shipped but not received

\*\*O DI M/D Received, verified in the store

\*\*\* LM M/D Customer called

**Installation Orders**

INSTALL M/D Ordered but not shipped

IN\*TALL M/D Ordered but not shipped (labor scheduled)

\*NSTALL M/D Shipped but not received

\*\*STALL M/D Received, verified

\*\*\*TALL M/D Installation scheduled (if not done earlier)

\*\*\*\*ALL M/D Customer contacted 24-48 hrs prior to apt.

**Open Orders**

**Cheat Sheet**

**Carry Out Orders**

C/O DI M/D Ordered but not shipped

\*/O DI M/D Shipped but not received

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**Installation Orders**

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