

Contractor Work to be Completed Call

Investor

Hello (Contractor Name), How are you today?

Investor

This is (Your Name), from (Your Company Name).

I emailed a work order to you today for (Property). Have you had the chance to look at it?

Contractor

If yes;

Investor

Great! Do you know when you can have someone head over to the property to have the work completed? I'll need the date and time so that I can notify the tenants.

If no;

Investor

Can you please take a moment to look at it as soon as possible and let me know when you can have someone head over to the property to have the work completed? Please let me know the date and time so that I can notify the tenants.

Thank you!