



ServiceFax

The History Behind Every Service Provider™



Verified
Information



Comprehensive
Records



Trusted
Insights



Protecting
Homeowners



Empowering
Better Decisions

ServiceFax Project Timeline Template

ServiceFax™ *The History Behind Every Service Provider™*

Project Information

Project Name: _____

Property Address: _____

Contractor Name: _____

Projected Start Date: _____

Projected Completion Date: _____

Milestone Schedule

Milestone	Planned Start	Planned Completion	Actual Completion
Contract Signed			
Permits Approved			
Materials Ordered			
Demolition			
Construction Phase 1			
Construction Phase 2			
Inspections			
Final Walkthrough			
Project Completion			

Delay Tracking

Date Issue Days Impacted Resolution

Weekly Progress Notes

Week 1:

Week 2:

Week 3:

Week 4:

Project Status

☐ On Schedule

☐ Minor Delay

☐ Significant Delay

☐ Completed

Homeowner Signature: _____

Date: _____