**WORK ORDER CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company Name: |  | | | |
| Date: |  | | | |
| Business Type: |  | | | |
| Address: |  | | | |
|  |  | | | |
| 1 - Strongly Agree | | 2 - Agree | 3 - Neutral | 4 – Needs Improvement |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| WORK ORDER EXAMINATION | 1 | 2 | 3 | 4 |
| **PRODUCT EXAMINATION** | | | | |
| Product is exactly the same as found on the online shop. | ☐ | ☐ | ☐ | ☐ |
| Works well. | ☐ | ☐ | ☐ | ☐ |
| Features are functional. | ☐ | ☐ | ☐ | ☐ |
| Defects are present. | ☐ | ☐ | ☐ | ☐ |
| **CUSTOMER SERVICE EXAMINATION** | | | | |
| Customer services hotlines are available. | ☐ | ☐ | ☐ | ☐ |
| Customer service representatives are accommodating. | ☐ | ☐ | ☐ | ☐ |
| Every question is entertained. | ☐ | ☐ | ☐ | ☐ |
| The processes are not hard to follow. | ☐ | ☐ | ☐ | ☐ |
| **PAYMENT EXAMINATION** | | | | |
| Price is fair & justifiable. | ☐ | ☐ | ☐ | ☐ |
| Taxes are justifiable to the product. | ☐ | ☐ | ☐ | ☐ |
| Payment is hassle-free. | ☐ | ☐ | ☐ | ☐ |
| Delivery is hassle-free. | ☐ | ☐ | ☐ | ☐ |
| Remarks: | | | | |