



# BEST PRACTICES INVOICE GENERATION

12/2020

# RSO – INVOICE GENERATION

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# RSO – INVOICE GENERATION

## Introduction

The Invoice Generation Best Practice assumes that all route / pricing and all customer additions / cancellations have been completed (visit the BEST PRACTICES – NEW ACCOUNT document if you are unsure). Invoicing is an integral part of your business. Invoices should be generated on the Thursday prior to the following week; they may be generated earlier, but Thursday is a good day as it:

- a) Allows all customer changes to be carried out
- b) Allows for the Corporate Information Technology Department time to respond, if there are generation issues.

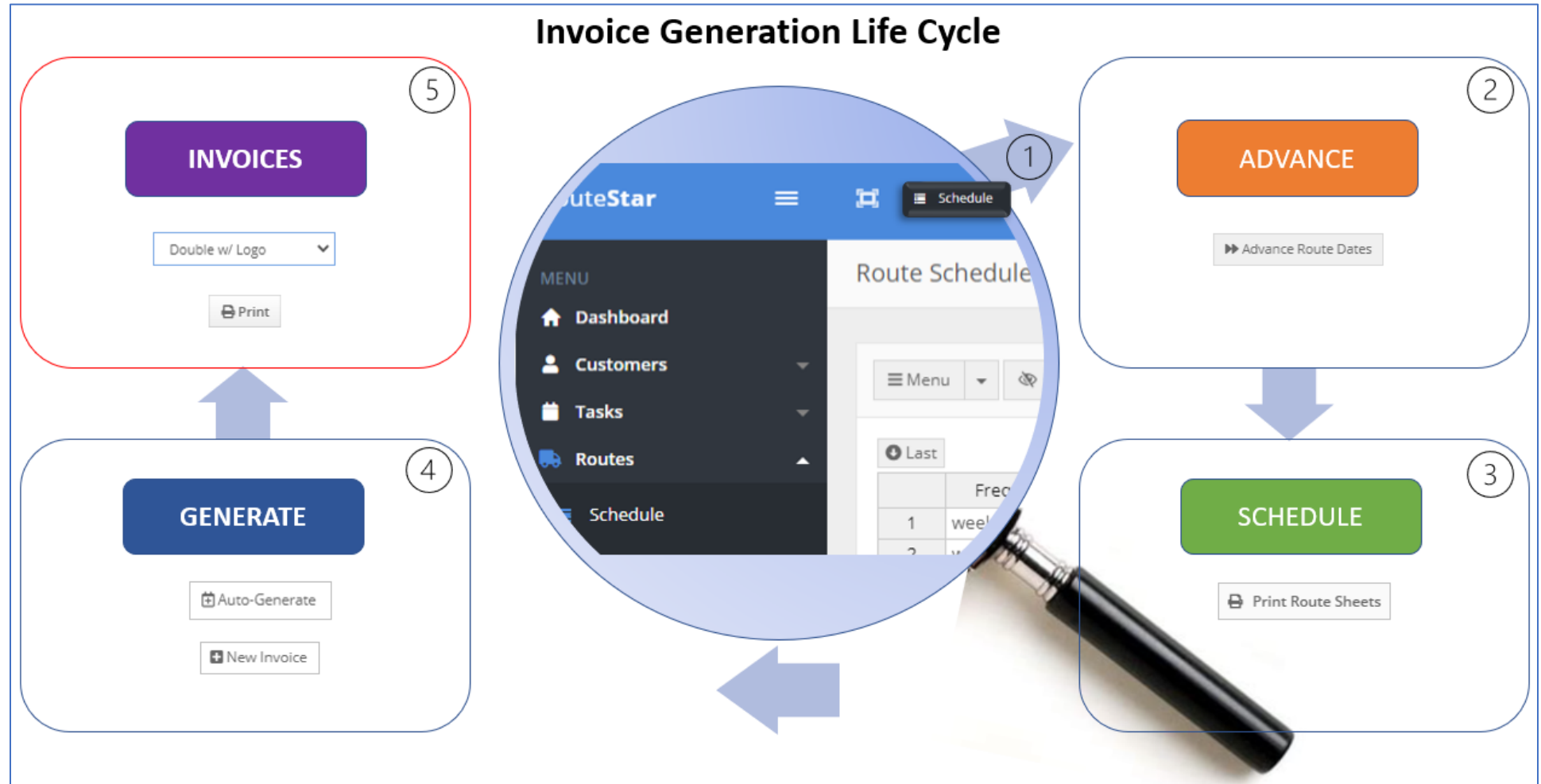
Also, always make sure that you are following the 7C's when it comes to invoice generation, as that will impact the quality of the invoice, which is directly related to increasing the likely hood that the invoice is converted to a QB invoice:

### 7'Cs

<b>1. Correct Route</b>	Ensuring the customer is on the correct route, will ensure that the customer is served by the same technician all the time and that route is effectively loaded, balanced and routed. The objective is to NOT have technicians passing each other, Routes should be geographically sequenced.
<b>2. Correct Day</b>	Arriving on the correct day and more importantly, always arriving on that same day of the week, builds a routine with your customers, so that they know that the uniformed technician ( <i>with the red box</i> ) is always here on Tuesdays (for example). This in turn makes you a part of their week and their process. Continually changing or shifting routine service is not advised.
<b>3. Correct Stop</b>	Sequencing your stops ensures that the technician is driving in an optimum order, arrives at the correct accounts during the preferred service window times (example: arriving at a restaurant when it is not lunchtime). This sequence will again build that routine with your customer and make your technician happier that they are completing their work efficiently.
<b>4. Correct Contact</b>	Ensuring the customer service address, the contact full name and phone details are critical. This allows the technician to know where they are going (and can GPS the address if lost), know who they are meeting (so they can greet them by name) and call them if they are unable to service the account. Building that name greeting familiarity, adds that personal touch to our service-oriented business.
<b>5. Correct Details</b>	Customer Terms, Tax Rates, Tax Codes, Default Delivery Method, Preferred Send Method, etc., ensures that the technician is creating an invoice that will be easily collectable and not disputed due to incorrect information.
<b>6. Correct Pricing</b>	Correctly priced Items is of paramount importance to you and your customer. Having this in place will reduce billing disputes and ensure that you are delivering the revenue to your franchise, with minimal review.
<b>7. Correct Notes</b>	The grand – daddy of the 6C's. Now that your technician has made it to the customer on the correct day and time, was able to greet them by name and has an invoice / work order that is correct, having work instructions (or route notes) is of vital importance. Route Notes ensure that the technician knows what to do while onsite, ensuring that products and services are delivered as prescribed; all rooms and fixtures are looked after; and any special access codes or routines are adhered to.

# RSO – INVOICE GENERATION

## Invoice Generation Lifecycle



Unlike Invoice Processing, which can be picked up at various stages, Invoice Generation always follows a pretty standard sequence of events:

- Advance** Route Dates– ALWAYS starting at advance, advance the schedule from this week to next  
Print the Route **Schedule** - Print the following week route schedule (portrait or landscape)
- Generate** the Invoices - generate the following weeks invoices (select a Sunday to Saturday week)  
Print the **Invoices** – print the following weeks invoices (format double w/logo)

*Note: These 4 steps are broken into 2 sections, as Route Sheets may be printed, prior to generating invoices.*

# RSO – INVOICE GENERATION

## Advance Route Dates

Advancing the schedule is the trickiest part of the entire process and must be carried out with minimal disruption. Selecting the incorrect date sequences will create an incorrect schedule, which must be manually fixed. We always want our route schedule to begin on the Sunday or Monday of the current week, *unless*, we have advanced the route schedule, then the beginning dates would be the following Sunday or Monday.

So for example, if Today was Thursday January 14<sup>th</sup>

I would set my advance dates to the current week:

01/10/2021 – 01/16/2021

Which results in a new schedule being generated for the following week:

01/17/2021 – 01/23/2021

The image displays two calendar views for January 2021. The top calendar shows the current week from January 10 to 16, with January 14 (Thursday) highlighted in blue. The bottom calendar shows the following week from January 17 to 23, with January 14 (Thursday) also highlighted in blue. A red arrow points from the highlighted date in the top calendar to the highlighted date in the bottom calendar, illustrating the selection of the new schedule's start date.

# RSO – INVOICE GENERATION

In RSO, **Routes / Schedule**, this schedule (starting on a Monday):

Route Schedule / Home / Route Schedule

Menu Refresh/Clear Filters

Last

	Frequency	Route	Date	Day	Assigned To	Assigned Date	Stop
1	weekly	CORP2	01/11/2021	Monday	CORP2	01/11/2021	0 A
2	weekly	CORP2	01/11/2021	Monday	CORP2	01/11/2021	2 C
3	weekly	CORP2	01/11/2021	Monday	CORP2	01/11/2021	2 C
4	weekly	CORP5	01/11/2021	Monday	CORP5	01/11/2021	1 M
5	weekly	CORP5	01/11/2021	Monday	CORP5	01/11/2021	2 n

,would be advanced with this date range (Sunday to Saturday of current week)(the date picker is at the bottom of the screen):

Route: All Routes Start: 01/10/2021 End: 01/16/2021

Advance Route Dates Reset Assigned

,and results in this schedule (starting on a Monday – 1 week later) :

Route Schedule / Home / Route Schedule

Menu Refresh/Clear Filters

Last

	Frequency	Route	Date	Day	Assigned To	Assigned Date	Stop
1	weekly	CORP2	01/18/2021	Monday	CORP2	01/18/2021	0 A
2	weekly	CORP2	01/18/2021	Monday	CORP2	01/18/2021	2 C
3	weekly	CORP2	01/18/2021	Monday	CORP2	01/18/2021	2 C
4	weekly	CORP5	01/18/2021	Monday	CORP5	01/18/2021	1 M
5	weekly	CORP5	01/18/2021	Monday	CORP5	01/18/2021	2 n

**Post Route Schedule**

Are you sure you want to post routes?

CONFIRM CANCEL

# RSO – INVOICE GENERATION

## Print Route Sheets

Once the schedule has been advanced, it is time to print the Route Schedule.

In RSO, **Routes / Schedule / Menu / Print:**

Route Schedule / Home / Route Schedule

Menu Refresh/Clear Filters

Print Route Sheets

Start Date: 01/17/2021

End Date: 01/23/2021

Route: Choose..

Category: Choose..

Version: V1 (Portrait)

Print

Route	Stop	Stop Name
0	0	Altura
2	2	Castle
2	2	CBRE
1	1	MH-1
2	2	mh2
3	3	Castle
4	4	MH-1
5	5	MICH
0	0	China
3	3	Castle
5	5	MH-1
1	1	MH-L
1	1	TEST
2	2	mm2
0	0	Altura
1	1	Real
1	1	Altura
4	4	Castle
0	0	Altura

19 weekly CORP5 01/20/2021 Wednesday CORP5 01/20/2021

(there are a few options to choose from, V1 (Portrait), V2 (Landscape), V3 (Route by Week))

- Portrait Version:

### Route Sheet V1

Routes: All

Date(s): 01/18/2021 - 01/18/2021

#	Frequency	Route	Date	Category	Customer
2	weekly	CORP2	01/18/2021	Sani	<b>Castle Aventura</b> Address: Suite 500 Charlotte, NC 28217 Contact: Phone: 5136523710 Notes: 3 RR's / 3 FS / 3 AF / Sani-Guard Kitchen
1	weekly	CORP5	01/18/2021	Sani	<b>MH-12\Lot2</b> Address: 5555 City Center Charlotte, NC 28277 Contact: Phone: 5136523710 Notes: 2 rrs / 2 af / 2 fs / 4 fixtures
2	weekly	CORP5	01/18/2021	Sani	<b>mh2</b> Address: 5200 77 Center Dr Charlotte, NC 28217 Contact: Phone: 5136523710 Notes: 3 RR / 5 FS / 3 AF / 2 urinal screens if needed
3	weekly	CORP5	01/18/2021	Scrub	<b>Castle Aventura</b> Address: Suite 500 Charlotte, NC 28217 Contact: Phone: 5136523710 Notes: 6 RR with AF / 2 UM / no FS Start with 2 restrooms up front - 1 U / 3 Bowls / 2 Sinks
4	weekly	CORP5	01/18/2021	Sani	<b>MH-17</b> Address: 9805 Longstone Ln Charlotte, NC 28277 Contact: Phone: 7049018317 Notes: COD / RR's / 9 fixtures / 2 AF / 4FS / 3 JRT dispensers / 4 T8000's
5	weekly	CORP5	01/18/2021	Scrub	<b>MICHAEL COD</b> Address: 9805 Longstone Ln Charlotte, NC 28277 Contact: Phone: 7049018317 Notes: DO THE HALLWAY AS WELL PLEASE



# RSO – INVOICE GENERATION

- Landscape Version:

<b>Route Sheet V2</b>						
<b>Routes:</b> All						
<b>Date(s):</b> 01/18/2021 - 01/18/2021						
#	Frequency	Route	Date	Customer	Notes	Terms
2	weekly	CORP2	01/18/2021	<b>Castle Aventura</b> Suite 500 Charlotte, NC 28217 5136523710	3 RR's / 3 FS / 3 AF / Sani-Guard Kitchen	
1	weekly	CORP5	01/18/2021	<b>MH-12\Lot2</b> 5555 City Center Charlotte, NC 28277 5136523710	2 rrs / 2 af / 2 fs / 4 fixtures	30 Days
2	weekly	CORP5	01/18/2021	<b>mh2</b> 5200 77 Center Dr Charlotte, NC 28217 5136523710	3 RR / 5 FS / 3 AF / 2 urinal screens if needed	Net 30
3	weekly	CORP5	01/18/2021	<b>Castle Aventura</b> Suite 500 Charlotte, NC 28217 5136523710	6 RR with AF / 2 UM / no FS Start with 2 restrooms up front - 1 U / 3 Bowls / 2 Sinks	
4	weekly	CORP5	01/18/2021	<b>MH-17</b> 9805 Longstone Ln Charlotte, NC 28277 7049018317	COD / RR's / 9 fixtures / 2 AF / 4FS / 3 JRT dispensers / 4 T8000's	Net 30
5	weekly	CORP5	01/18/2021	<b>MICHAEL COD</b> 9805 Longstone Ln Charlotte, NC 28277 7049018317	DO THE HALLWAY AS WELL PLEASE	COD

- Route by Week version

<b>Weekly Route Schedule</b>						
<b>Route:</b> CORP5 - Michael - SCRUB <b>Dates:</b> 01/18/2021-01/18/2021						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1. MH-12\Lot2 2. mh2 3. Castle Aventura 4. MH-17 5. MICHAEL COD						

- Scrub Schedule

Print Route Sheets
✕

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**Start Date:**  
01/18/2021

**End Date:**  
03/31/2021

**Route:**  
Choose..

**Category:**  
Scrub

**Version:**  
V1 (Portrait)

**Route Sheet V1**  
Routes: All  
Date(s): 01/18/2021 - 03/31/2021

#	Frequency	Route	Date	Category	Customer
3	weekly	CORP5	01/18/2021	Scrub	<b>Castle Aventura</b> Address: Suite 500 Charlotte, NC 28217 Contact: Phone: 5136523710 Notes: 6 RR with AF / 2 UM / no FS Start with 2 restrooms up front - 1 U / 3 Bowls / 2 Sinks
5	weekly	CORP5	01/18/2021	Scrub	<b>MICHAEL COD</b> Address: 9805 Longstone Ln Charlotte, NC 28277 Contact: Phone: 7049018317 Notes: DO THE HALLWAY AS WELL PLEASE
4	weekly	CORP2	01/20/2021	Scrub	<b>Castle Aventura</b> Address: Suite 500 Charlotte, NC 28217 Contact: Phone: 5136523710 Notes:
0	weekly-2	CORP1	01/21/2021	Scrub	<b>Castle Aventura</b> Address: Suite 500 Charlotte, NC 28217 Contact: Phone: 5136523710 Notes:
6	Weekly-M	CORP5	01/25/2021	Scrub	<b>Enviro Testing School - Location A</b> Address: 100 Main St Fort Mill, SC 29715 Contact: Michael Hanschke Phone: 513-652-3710 Notes: MON - 2RR/2AF/2FS arrive by 7AM
6	Weekly-Th	CORP5	02/11/2021	Scrub	<b>Enviro Testing School - Location A</b> Address: 100 Main St Fort Mill, SC 29715 Contact: Michael Hanschke Phone: 513-652-3710 Notes: THU - 2RR/2AF/2FS arrive by 7AM
0	Monthly-28	CORP5	02/26/2021	Scrub	<b>Beer NV (envy)</b> Address: Jamie Ficco Reno, NV 89511 Contact: Phone: 5136523710 Notes: load the van

(notice date is out 3 months):

# RSO – INVOICE GENERATION

## Generate Invoices

Invoice Generation is a critical component to your business. If you have implemented the 7C's, then you will be guaranteed that you are creating the correct invoices. There are 2 type of invoices:

1. Those generated by utilizing the auto-generate feature on the Route Schedule. This is predominantly the method used. These are *recurring*
2. Those that are generated Manually. These are used for Installations, emergency service, etc. These are *ad-hoc*

When examining an invoice, you can tell how the invoice was created:

CORP1195	12/11/2020 ▾	CORP2 ▾	CORP2 ▾	0	Beer NV (envy)	Route Ticket
CORP1197	12/16/2020 ▾	admin ▾	CORP1 ▾		CBRE:T-Mobile - Jefferson - CO	Manual Invoice

Recurring invoices generated by the auto-generate feature are labelled “Route Ticket”, those manually generated are labelled “Manual Invoice”.

Route Ticket (recurring)

Once you have advanced your route schedule, it is time to generate invoices. From the Routes / Schedule screen, select Menu / Auto-Generate:

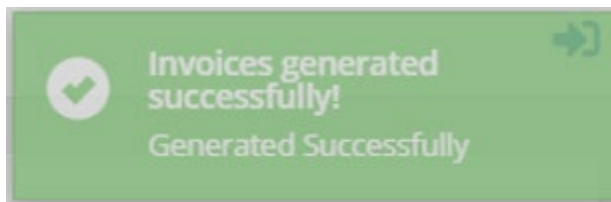
The screenshot shows the RouteStar software interface. On the left is a dark sidebar menu with options: Dashboard, Customers, Tasks, Routes, Schedule, History, Map New Stop, and Route Mapping. The 'Schedule' option is selected. The main content area is titled 'Route Schedule' and shows a table of routes. A 'Menu' dropdown is open, listing various actions: Add Stops, Routes/Crews, Frequency Setup, Category Setup, Missed Reasons, Reschedule, Reset Assigned, and Auto-Generate. The 'Auto-Generate' option is highlighted in yellow. The background table shows columns for Route, Date, Day, Assigned To, and Assigned, with data for 01/18/2021 Monday assigned to CORP2 and CORP5.

# RSO – INVOICE GENERATION

Complete the fields as shown, selecting the date range for your particular week. You may generate by route or by customer if you wish.

*Note: Invoices will only be generated once for the date range – the software checks if an invoice already exists for that customer/route/date combination.*

Once they are generated, you will be notified:



# RSO – INVOICE GENERATION

The screen will switch to the Pending Invoices Grid and either select **Refresh / Clear Filters** or enter the date range to display your invoices:

Invoice List / Home / Invoice List

Menu Refresh / Clear Filters

All Routes 01/17/2021 01/23/2021 Select Report Show Total/Qty No Print Grouping Choose.. Po

	Invoice #	Date	Entered By	Assigned To	Stop	Customer	Type	Status	Complete	Posted	Total	Last Modified
1	CORP1199	01/18/2021	CORP2	CORP2	2	Castle Aventura	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$505.00	01/13/2021 10:28 AM
2	CORP1200	01/18/2021	CORP5	CORP5	1	MH-12\Lot2	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$60.00	01/13/2021 10:28 AM
3	CORP1201	01/18/2021	CORP5	CORP5	2	mh2	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	01/13/2021 10:28 AM
4	CORP1202	01/18/2021	CORP5	CORP5	3	Castle Aventura	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$505.00	01/13/2021 10:28 AM
5	CORP1203	01/18/2021	CORP5	CORP5	4	MH-17	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$8.00	01/13/2021 10:28 AM
6	CORP1204	01/18/2021	CORP5	CORP5	5	MICHAEL COD	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$196.00	01/13/2021 10:28 AM
7	CORP1205	01/19/2021	CORP2	CORP2	3	Castle Aventura	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$505.00	01/13/2021 10:28 AM
8	CORP1206	01/19/2021	CORP2	CORP2	5	MH-11\lot 1	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$154.50	01/13/2021 10:28 AM
9	CORP1207	01/19/2021	CORP5	CORP5	1	MH-LEAD-01	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>	\$0.00	01/13/2021 10:28 AM

## Manual Invoice

Manual invoices can be created from the Customer record:

Customer Detail / Home / Customers / Customer Detail

**Beer NV (envy)**

Created: 01/27/2020 2:52 PM Last Modified: 12/03/2020 9:14 AM

+Task +Invoice +Quote Geocode Delete Close

or the Invoice Menu:

\$ Invoices

+ Invoice Entry

Pending Invoices

Service Stats

01/13/2021

CORP1

Once the screen loads, complete the highlighted fields and select Save and Continue:

Invoice Entry / Home / Invoice List / Invoice Entry

Create New Invoice

Customer: Enviro Testing School - Location A

Date: 01/13/2021

Entered By: admin

Assigned To: CORP1

Billing Address: Enviro Testing School - Location A, 100 Main St, Fort Mill, SC 29715

Service Address: Enviro Testing School - Location A, 100 Main St, Fort Mill, SC 29715

Buttons: Cancel and Go Back, Save and Continue

Once the invoice loads, select Load Pricing:

Enviro Testing School - Location A

513-652-3710 | mhanschke@gmail.com

Print Later  Email Later

01/13/2021

CORP1

CORP1215

Complete Invoice

Line Items

Choose.. +

Load Pricing | Load Price Group | Remove Unsold

# RSO – INVOICE GENERATION

You now have a Pending Invoice, ready to go:

Details
Status: Pending

Go Back Save Print Email Void Delete Post to QB Close Invoice Memorize Customer Details

Customer Info
Billing Address
Service Address

Enviro Testing School - Location A

513-652-3710

mhanschke@gmail.com

Print Later
  Email Later

Service Details
Misc Info

01/13/2021

CORP1

CORP1215

✓ Complete Invoice

Line Items

Choose.. +
Load Pricing Load Price Group Remove Unsold

	Item	Description	Qty	Rate	Amount	Class	Warehouse	Tax Code
1	Services:7001-Sani Service Weekly	Sani Service - Weekly	1	\$65.00	\$65.00	CORP1		Non
2	Services:6006-Trip Charges	Trip Charge	1	\$5.00	\$5.00	CORP1		Non
3	Services:7001-Sani Service Weekly	Sani Service - Weekly	1	\$50.00	\$50.00	CORP1		Non
4	Services:6006-Trip Charges	Trip Charge	1	\$5.00	\$5.00	CORP1		Non
5	Choose..							

Note: You may add additional items to the invoice. Items added to the invoice will qualify as upsells and will be added to the pricing tab, after the invoice has been posted to QuickBooks,

# RSO – INVOICE GENERATION

## Print Invoices

Printing invoices is pretty straightforward. Navigate to **Invoices / Pending Invoices**, select the **date range**, the invoice format and select **Print**:

The screenshot shows the 'Invoice List' interface. At the top, there are navigation links: 'Invoice List / Home / Invoice List'. Below this is a toolbar with a 'Menu' dropdown, a refresh icon, and a 'Refresh / Clear Filters' button. The main filter area includes a dropdown for 'All Routes', two date range selectors (01/17/2021 to 01/23/2021), a format dropdown set to 'Double w/ Logo', a 'Show Total/Qty' dropdown set to 'No', and a 'Print' button. A 'Last' button is also present. Below the filters is a table with the following data:

	Invoice #	Date	Entered By	Assigned To	Stop	Customer	Type	Status	Complete	Posted
1	CORP1199	01/18/2021	CORP2	CORP2	2	Castle Aventura	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>
2	CORP1200	01/18/2021	CORP5	CORP5	1	MH-12\Lot2	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>
3	CORP1201	01/18/2021	CORP5	CORP5	2	mh2	Route Ticket	Pending	<input type="checkbox"/>	<input type="checkbox"/>

The software will prepare a Print Preview of the invoices, which you can then print:

The screenshot shows a browser window at the URL 'embeta.routestar.online/web/bulkprinthtml/'. The page displays two invoice preview cards side-by-side, both for 'Enviro-Master Services'. The left card shows invoice details for 'CORP1212' dated '01/21/2021' for route 'CORP1 (New Employee)'. The right card shows details for 'CORP1201' dated '01/21/2021' for route 'CORP1 Employee'. A browser context menu is open on the right side of the page, with the 'Print...' option highlighted in yellow. Other menu items include 'New tab', 'New window', 'New incognito window', 'History', 'Downloads', 'Bookmarks', 'Zoom', 'Cast...', and 'Find...'.



# RSO – INVOICE GENERATION

- Paperless

Invoices are created for all accounts that are routed and not suspended. The paperless flag means that the invoice will not be printed.

Customers / Home / Customers

Menu [Refresh] [Search Customers]

Last

	Customer	Address	City	State	Zip	Phone	Email	Active	Paperless
16	Enviro Testing School - Location A	100 Main St	Fort Mill	SC	29715	513-652-3710	mhanschke@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Enviro Testing School - Location B							<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	envy	11655 Flat Branch Cl Dr	Charlotte	NC	28277	123	mh@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19	mh			MH		5136523710	mhanschke@enviro-master.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20	MH 12	Woodvine Court	Indian Trail	NC	28079	5136523710	mhanschke@gmail.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
21	MH-01s	2027 Morson St	Charlotte	NC	28208	513	mhanschke@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
22	MH-11\lot 1	100 Main St	Fort Mill	SC	29715	5136523710	mhanschke@enviro-master.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23	MH-12\Lot2	5555 City Center	Charlotte	NC	28277	5136523710	mhanschke@gmail.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24	MH-17	9805 Longstone Ln	Charlotte	NC	28277	7049018317	mhanschke@enviro-master.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Suspended

Invoices are created for all accounts that are routed and not suspended. The suspended flag means that the invoices will not be created or printed.

Route Schedule / Home / Route Schedule

Menu [Refresh/Clear Filters] Actions Legend: Geocoding Error Not Optimized Stop Completed Customer Detail Create Delete Stop

Last

	Frequency	Route	Date	Day	Assigned To	Assigned Date	Stop	Customer	Service Address	Suspended
10	weekly	CORP2	01/19/2021	Tuesday	CORP2	01/19/2021	5	Enviro Testing School - Location A	100 Main St Fort Mill, SC 29715	<input type="checkbox"/>
11	Weekly-Th	CORP5	02/11/2021	Thursday	CORP5	02/11/2021	6	Enviro Testing School - Location A	100 Main St Fort Mill, SC 29715	<input type="checkbox"/>
12	Weekly-M	CORP5	01/25/2021	Monday	CORP5	01/25/2021	6	Enviro Testing School - Location A	100 Main St Fort Mill, SC 29715	<input type="checkbox"/>
13	weekly	CORP2	01/19/2021	Tuesday	CORP2	01/19/2021	0	China Chef	Kit Lay Fernley, NV 89408	<input checked="" type="checkbox"/>
14	weekly	CORP2	01/18/2021	Monday	CORP2	01/18/2021	2	CBRE:T-Mobile - Jefferson - CO	Mitchell Court River Rouge, MI 48218	<input checked="" type="checkbox"/>
15	weekly	CORP2	01/21/2021	Thursday	CORP2	01/21/2021	1	CBRE:T-Mobile - Jefferson - CO	Mitchell Court River Rouge, MI 48218	<input checked="" type="checkbox"/>
16	weekly	CORP2	01/20/2021	Wednesday	CORP2	01/20/2021	4	Castle Aventura	Suite 500 Charlotte, NC 28217	<input type="checkbox"/>
17	weekly	CORP5	01/18/2021	Monday	CORP5	01/18/2021	3	Castle Aventura	Suite 500 Charlotte, NC 28217	<input type="checkbox"/>
18	weekly-2	CORP1	01/21/2021	Thursday	CORP1	01/21/2021	0	Castle Aventura	Suite 500 Charlotte, NC 28217	<input type="checkbox"/>
19	weekly	CORP2	01/19/2021	Tuesday	CORP2	01/19/2021	3	Castle Aventura	Suite 500 Charlotte, NC 28217	<input type="checkbox"/>