[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Pest control follow-up schedule

Planned return visits - scheduled, assigned and tracked.

Customer	[Name]
Site address	[Address]
Contract ref	[Ref]

Scheduled visits

Visit	Due date	Purpose	Technician	Done (date)
1	[Date]	[e.g. initial treatment]		
2	[Date]	[e.g. check monitors, re-treat as needed]		
3	[Date]	[e.g. final check and sign-off]		

Sign-off

Prepared by	Signature	Date