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| **\* Service Codes****E =** Elder Care Checks**C/D/M =** Courier/Delivery/Messenger Service**GE =** General Errands**GS =** Grocery Shopping**HS =** House Sitting**L/D =** Lunch/Dinner Delivery**MDPB =** Mid-Day Pet Break | **O =** Other (Please specify service here)**PET =** Pet Sitting**PS =** Personal Shopping**PT =** Pet Taxi**PW =** Pet Walking**RS =** Reminder Service**WS =** Waiting Service |

ERRAND LOG

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| **Date**  |  |
|  |
| **Signature of Errand Runner**  |  |
|  |  |
| **Signature of Personnel**  |  |

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| **CLIENT #** | **ERRAND ORDER #** | **SERVICE CODES\*** | **AMOUNT OF PURCHASE** | **SPECIAL NOTES (Include Pick Up Location or Special Items needed)** |
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**\* 717-746-TASK \* www.taskcomplete.com \* Kelly@taskcomplete.com \***