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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 \***