

## Responding to a Work Approval

When you click on the link contained in the work approval email notification you will be taken to the Work Approval screen. (Please note you will need to login with your credentials – please contact [NZClientAdmin@crawford.co.nz](mailto:NZClientAdmin@crawford.co.nz) if you do not have login details for the system)

GS200141-WA3 SENT

GS200141DKG

ACCEPT

REJECT

Work Approval

Awesome Insurer

Motor Vehicle

ABC123

Insured

McDuck, Scrooge

diana.vercoe@crawford.co.nz

Crawford Contact

Diana Vercoe

+64 9 300 1715

diana.vercoe@crawford.co.nz

Supplier Contact

Bob the Builder

BOBAKL

dkvercoe@gmail.com

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Overview

DETAILS

SCOPE OF WORK ITEMS

ATTACHMENTS

IMAGES

Work Approval

Estimated Start Date

28/11/2016

Excess Type

Deduct From Invoice and Collect From Insured

Excess To Collect

\$ 500.00

Work Approval Template

NZ Property Reinstatement Quote Acceptance and Authority to Proceed

Comments

Instructions

Contact Insured within 24 Hours

Tax Invoice made out to Insurer

Enter any additional instructions below:

The main details screen will include relevant details around excess, invoicing and any other relevant information.

The Scope of Works/Schedule of Loss tab (if relevant to the work you have been awarded) will provide an itemised breakdown of the services/goods that Crawford would like you to provide.

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Responding to a work approval – November 2016


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### Scope Of Work Items

EXPAND ALL

COLLAPSE ALL

#### ☐ Carpenter (2) ^

##### ☐ Floor (1)

Area	Item Details	Unit of Measure	Quantity	Net Amount	Comments
<input checked="" type="checkbox"/>	Cork remove and clean floor - Timber floor	square metre	1.00	\$65.00	

##### ☐ Joinery (4)

Area	Item Details	Unit of Measure	Quantity	Net Amount	Comments
<input checked="" type="checkbox"/>	Garage door (quote required)	Each	1.00	\$524.00	
<input checked="" type="checkbox"/>	Ext door lockset fit labour only (place lockset cost in additional)	Each	1.00	\$102.00	
<input checked="" type="checkbox"/>	Replace Int door and jamb with pre hung	Each	1.00	\$23.00	

The attachments and images will provide the terms and conditions associated with the job as well and any other applicable attachments or photos related to the claim.

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DETAILSDetails

SCOPE OF WORK ITEMSScope of Work Items

ATTACHMENTSAttachments

IMAGESImages

Attachments

Quote Request GS200141-QR2: Bob the Builder

site plan

Work Approval GS200141-WA3: Bob the Builder

Supplier Attachments

If you would like to complete the work awarded to you then click on the accept button in the top right hand corner. The Crawford team will receive a notification stating you have accepted the job. They will also be notified if you are unable to complete the job and select the reject button.

Stay tuned for more information relating to uploading your invoices, payment details and noting a job as completed.