

Lynchburg  
P.O. Box 4523  
Lynchburg, VA 24502  
434-237-3800

Charlottesville  
P.O. Box 6876  
Charlottesville, VA 22906  
434-984-3898

Ashland/Richmond  
10412 Dow Gil Road  
Ashland, VA 23005

PROFESSIONAL ROOFING BY

**MELVIN T. MORGAN**  
ROOFING & SHEET METAL CO., INC.  
& LEAFGUARD OF CENTRAL VA.

website: [www.melvintmorgan.com](http://www.melvintmorgan.com)  
e-mail: [mtm4000@centralva.net](mailto:mtm4000@centralva.net)

Roanoke  
P.O. Box 13434  
Roanoke, VA 24038  
540-890-0358

Fredericksburg  
540-898-4077

**Fax: 434-534-8062**

**1-800-249-0358**

**Fax: 804-798-3103**

Dear Customer,

First, I would like to thank you personally for choosing us for your roofing needs. We value you as a customer. I would appreciate it if you would please fill out this questionnaire and return it to me.

~~Your new roofing system is guaranteed by us for two years and we also carry the manufacturer's warranties. Should you ever need us in the future, we are just a phone call away.~~

- 1) Did the men doing the roof protect your building from water at all times?  
 Yes  No
- 2) Were the men neat about how many debris was removed from the building?  
 Yes  No
- 3) As a whole, was our company knowledgeable of our product and did we present ourselves in a professional manner?  
 Yes  No
- 4) How would you rate the job performed by our company?  
 Excellent  Good  Fair  Poor
- 5) Would you recommend us for future work?  
 Yes  No
- 6) Could we use you as a reference, providing future customers with your address and phone number?  
 Yes (both)  Yes (address only)  Yes (phone no. only)  No
- 7) Could we post a picture of your roof on our website?  
 Yes  No
- 8) Please list any comments ~~that you feel could help improve our service.~~

*Melvin, Every man on your team of installers <sup>was</sup> professional and outstanding! Randy Scott, Houston, the "Gutter Man" and the entire team knew exactly what to do. Stellar work!!! Your company is prompt, professional and on-time! Our Roof and Gutters are beautiful and well-made and installed!*

- 9) How did you hear about our company?  
 Newspaper  Phone Book  Neighbor  Signs  Friend  Other  Internet

Thank you for your time in answering our questionnaire.

Customer Name: Chris Dalton  
Address: 175 Owens Mill Road  
Gretna, VA 24557  
Phone Number: 434 238-2360  
Completion Date: 03/29/2018  
Job: Shingle Roof Installation- TruDefinition Terra Cotta  
Gutter Installation- Royal Brown

Sincerely,

*Melvin T. Morgan Jr.*

Melvin T. Morgan Jr.  
President

*God Bless!  
Thank you all,  
Chris Dalton*