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

Charlottesville  
P.O. Box 3961 **6876**  
Charlottesville, VA 22903  
434-984-3898

Ashland/Richmond  
P.O. Box 9638  
Richmond, VA 23228  
804-798-0300

PROFESSIONAL ROOFING BY

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

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

Fredericksburg  
P.O. Box 1408  
Fredericksburg, VA 22402  
540-898-4077

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e-mail: [mtm4000@centralva.net](mailto:mtm4000@centralva.net)

**Fax: 434-534-8062**  
**1-800-249-0358**

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 the 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 any 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 your picture on our website?  
 Yes  No
- 8) Please list any comments that you feel could help improve our service.  

*We were completely satisfied. Very friendly & professional employees.*
- 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: Steve Larrick  
Address: 4900 Old Buckingham Road  
Powhatan, VA 23139  
Phone Number: ( 804 ) 598-7679  
Completion Date: 11/6/15  
Job: Shingle & Gutter

Sincerely,



Melvin T. Morgan, Jr.  
President