

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

Charlottesville
P.O. Box 996+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

website: www.melvintmorgan.com
e-mail: 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 *N/A*
- 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 *N/A*
- 7) Could we post your picture on our website?
_____ Yes _____ No *N/A*

8) Please list any comments that you feel could help improve our service.

Your Co. only did a patch job, so I couldn't answer all the questions.

- 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: SBC
Address: 22 E. Leigh St.
Richmond 23219
Phone Number: (804) 643-3825
Completion Date: 4-24-14
Job: Sharon Bapt. Ch.

Sincerely,
Melvin T. Morgan, Jr.

Melvin T. Morgan, Jr.
President

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- 5) Would you recommend us for future work?
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- 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.

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

Thank you for your time in answering our questionnaire.

Customer Name: Steve Hall
Address: 5391 Catawba Valley Dirve
Catawba, VA 24070
Phone Number: (540) 580-1313
Completion Date: 4/22/2014
Job: Shingle roof two car garage

Sincerely,



Melvin T. Morgan, Jr.
President