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Lynchburg, VA 24502  
434-237-3800

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P.O. Box 6876  
Charlottesville, VA 22906  
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Ashland/Richmond  
10412 Dow Gil Road  
Ashland, VA 23005

PROFESSIONAL ROOFING BY

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

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**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.
- 
- 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.

Sincerely,



Melvin T. Morgan Jr.  
President