

WDO ACTIVITY REPORTING - DO'S AND DONT'S

We are requesting that all registered companies comply with the following when filing their WDO Inspection & Completion Activity Report Forms or WDO Report Form Statement with diskette. To simplify the process, we are providing a list of DO's and DON'T's.

WHEN FILING WDO INSPECTION & COMPLETION ACTIVITY REPORT FORMS

- ☛ Do type each entry.
- ☛ Do send checks with each activity report.
- ☛ Do complete each box on activity report, including the activity code and prefix for inspector License No. FR or OPR. If there is not a building number enter "none".
- ☛ Don't fold activity report, send flat.
- ☛ Don't enter more than one building number per line.
- ☛ Don't develop your own activity reports; only use the Board's printed form with the yellow termite in the upper left corner.
- ☛ Don't put lines through any part of the activity report. Scanner cannot read the report if lines are through any of the information.
- ☛ Don't staple or affix checks to the activity report.
- ☛ Don't send any other listing of addresses with the activity reports.
- ☛ Don't use quotation marks to indicate repetition. Each field must have its own typed entry.
- ☛ Don't add new addresses on **resubmitted** forms.

WHEN FILING WDO REPORT FORM WITH DISKETTE

- ☛ Do send disk in padded diskette mailer.
- ☛ Do label diskette with registered company name and address, Company Registration No. (PR) or Branch Office No. (if applicable) and date of export.
- ☛ Do send checks with each activity report. Do not affix to the activity report.
- ☛ Do send invoice/statement generated with diskette.
- ☛ Don't send activity report form with disk, only report form statement generated after exporting.
- ☛ Don't staple or tape invoice around the diskette.
- ☛ Don't staple envelope closed.