## **Virginia Notation Template Examples:** Client Log Notes

(ALWAYS: Update information based on TREDS and SOP)

## Note template when TREDS has been Received:

- TREDS REFERRAL RECEIVED ON (date you received TREDS) Event Date: (09/13/2022) Order Type: (Court/DMV) Program Length: (6 Months) Monitoring Agency: (Southeastern Virginia ASAP) Court Name: (Suffolk General District) (your initials)
- Quoted client \*LABOR price of \$X along with a \$20 STATE FEE The first 14 days of service will be autobilled the night of the install totaling \$34.52. The next 14 days after, your payment will be (2nd Pay Cycle) \$34.52 autobilled to your card on file, The required \$20 state fee is charged on every other autobill payment. In other words, the FIRST payment of the month is \$54.52 and the second payment is \$34.52. \* there is no calibration fee but the client must come back to monitoring and calibration every 28 days.
- Advised client to bring: Photo ID (if not available, must provide by 1st appt) Current registration, Proof of insurance, Payment and VASAP Consent to Install Form \*If applicable.

## Note template when TREDS has **NOT** been Received:

## No TREDS:

- No TREDS referral received... advised client to have ASAP send over TREDS referral.
- \*LABOR price of \$X along with a \$20 STATE FEE **The** first 14 days of service will be autobilled the night of the install totaling \$34.52. The next 14 days after, your payment will be (2nd Pay Cycle) \$34.52 autobilled to your card on file, The required \$20 state fee is charged on every other autobill payment. In other words, the FIRST payment of the month is \$54.52 and the second payment is \$34.52. \* there is no calibration fee but the client must come back to monitoring and calibration every 28 days.
- Advised client to bring: Photo ID (if not available, must provide by 1st appt) Current registration, Proof of insurance Payment, and VASAP Consent to Install Form \*If applicable.