

ON HOLD NOTICE

Customer Name: _____

Receipt #: _____

Date Placed on Hold: _____

Original Preparer: _____

Preparer to Finish: ☐ First Available or ☐ Same Preparer

Reason for Incompletion: _____

Attempted Contact:

DATE	EMP#	COMMENTS	STATUS

PLEASE REMEMBER TO TAKE RETURN OFF HOLD ON THE COMPUTER

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