

Good afternoon, Team!

We have a new tool available for you when you install SimplyHome sensor systems or Environmental Controls (EC). Attached is an installation sign-off sheet for the client. A digital version will also be available to you in the Representative portal on www.simply-home.com. If you do not have login credentials but would like them, [please let us know](#). Moving forward, a physical copy of this sheet will be included in all butler and EC shipments as well.

The main purpose of this sign-off sheet is to get a client's approval in writing that the suggested technology was installed. The top portion would be completed by you, the partner/installer. If you do not know the "go live" date for the system, please ask the SimplyHome tech representative that built/programmed the system for you (this can be found in Podio). The client or their representative completes and signs the bottom portion.

Once complete, please scan (or take a photo of) and upload the signed document to the system Installation Ticket in Podio where you would upload the photos of the installed sensors. We are not requiring the original be returned to us (a scan or photo is sufficient). The timeline for uploading this to the Installation Ticket is the same as for photos - as soon as is conveniently possible.

Please let me know if you have any questions or need more information. The expectation is that moving forward, all butler and EC installations will have these sign-off sheets completed.

Thanks and have a great day!

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