

# Working with

**Phone:**

**Email:**

**Website:**

Your priority is getting quality work done, and Jobber, our software partner, helps us deliver service you can count on. Here's how we keep your experience hassle-free, and how you can access the information you need—anytime.

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## CLIENT HUB

Whether you want to request new work, review a quote, check on invoices, or print a receipt—you can do it all in one place.

Watch for a login email that includes your secure, personalized link to our client hub and bookmark it. Each quote or invoice you receive will include this same link, which means **no pesky passwords** to track and reset.

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### **REQUESTING NEW WORK**

Go straight to client hub to share details about new work you'd like done, and we'll get in touch about next steps. Don't have your link to client hub handy? Look for a button on our website or Facebook page to access our work requests feature.

### **PAYING YOUR INVOICES ONLINE**

Ready to take care of your invoice? No need to call in—you can pay online, anytime. Watch for an email invoice from us, and click the link to pay online. Client hub also gives you the option to store your credit card information to make paying for future work easy.

### **REVIEWING QUOTES**

We'll send you quotes by email for your review. Click the 'Review & Approve' button to access client hub and add questions or comments, or if you're good to go you can click 'Approve'. If you have multiple quotes on the go, you'll be able to see them all in client hub.

### **ACCESSING YOUR RECORDS**

Quotes, invoices, receipts—that's a lot of potential email and paperwork to track and file. Enter client hub, which stores all of this documentation in one place. We give you 24/7 access to the information you need, when you need it.