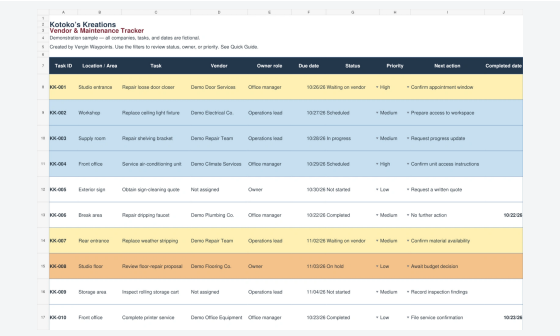
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Sample projects & example estimates

Fictional sample projects, customized around your business.



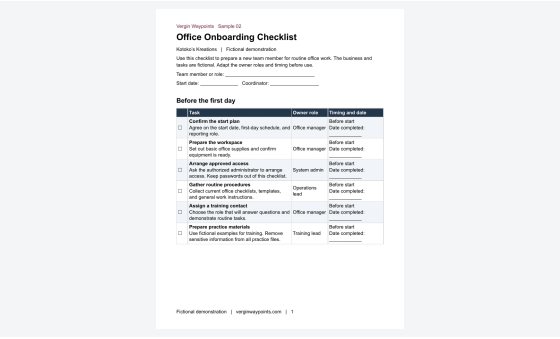
Kotoko's Kreations
Vendor & Maintenance Tracker
Demonstration sample — all companies, tasks, and dates are fictional.
Created by Vergin Waypoints. Use the filters to review status, owner, or priority. See Quick Guide.

Task ID	Location / Area	Task	Vendor	Owner note	Due date	Status	Priority	Next action	Completed date
KK-001	Studio entrance	Repair loose door closer	Demo Door Services	Office manager	10/26/26	Waiting on vendor	▪ High	▪ Confirm appointment window	
KK-002	Workshop	Replace ceiling light fixture	Demo Electrical Co.	Operations lead	10/27/26	Scheduled	▪ Medium	▪ Prepare access to workspace	
KK-003	Supply room	Repair shelving bracket	Demo Repair Team	Operations lead	10/28/26	In progress	▪ Medium	▪ Request progress update	
KK-004	Front office	Service air-conditioning unit	Demo Climate Services	Office manager	10/29/26	Scheduled	▪ High	▪ Confirm unit access instructions	
KK-005	Exterior sign	Obtain sign-cleaning quote	Not assigned	Owner	10/30/26	Not started	▪ Low	▪ Request a written quote	
KK-006	Break area	Repair dripping faucet	Demo Plumbing Co.	Office manager	10/22/26	Completed	▪ Medium	▪ No further action	10/22/26
KK-007	Rear entrance	Replace weather stripping	Demo Repair Team	Operations lead	11/02/26	Waiting on vendor	▪ Medium	▪ Confirm material availability	
KK-008	Studio floor	Review floor-repair proposal	Demo Flooring Co.	Owner	11/03/26	On hold	▪ Low	▪ Await budget decision	
KK-009	Storage area	Inspect rolling storage cart	Not assigned	Operations lead	11/04/26	Not started	▪ Medium	▪ Record inspection findings	
KK-010	Front office	Complete printer service	Demo Office Equipment	Office manager	10/23/26	Completed	▪ Low	▪ File service confirmation	10/23/26

Vendor & Maintenance Tracker

$95–$195 estimated customization

Bring vendor details, maintenance tasks, responsibilities, priorities, and next steps into one organized spreadsheet.



Vergin Waypoints · Sample 02

Office Onboarding Checklist

Kotoko's Kreations | Fictional demonstration

Use this checklist to prepare a new team member for routine office work. The business and tasks are fictional. Adapt the owner roles and timing before use.

Team member or role: _____

Start date: _____ Coordinator: _____

Before the first day

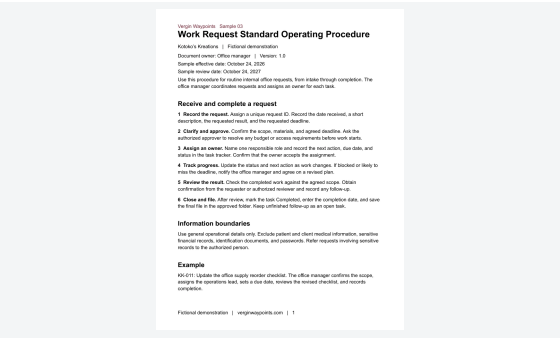
	Task	Owner note	Timing and date
☐	**Confirm the start plan** Agree on the start date, first-day schedule, and reporting role.	Office manager	Before start Date completed: _____
☐	**Prepare the workspace** Set out basic office supplies and confirm equipment is ready.	Office manager	Before start Date completed: _____
☐	**Arrange approved access** Ask the authorized administrator to arrange access. Keep passwords out of this checklist.	System admin	Before start Date completed: _____
☐	**Gather routine procedures** Collect current office checklists, templates, and general work instructions.	Operations lead	Before start Date completed: _____
☐	**Assign a training contact** Choose the role that will answer questions and demonstrate routine tasks.	Office manager	Before start Date completed: _____
☐	**Prepare practice materials** Use fictional examples for training. Remove sensitive information from all practice files.	Training lead	Before start Date completed: _____

Fictional demonstration | verginwaypoints.com | 1

Office Onboarding Checklist

$95–$150 estimated customization

Organize first-day tasks and follow-up.
Also available: new-hire training manuals or binders, or a master training resource using your content. Larger resources are quoted separately.



Vergin Waypoints · Sample 03

Work Request Standard Operating Procedure

Kotoko's Kreations | Fictional demonstration

Document owner: Office manager | Version: 1.0

Sample effective date: October 24, 2026

Sample review date: October 24, 2027

Use this procedure for routine internal office requests, from intake through completion. The office manager coordinates requests and assigns an owner for each task.

Receive and complete a request

1 **Record the request.** Assign a unique request ID. Record the date received, a short description, the requested result, and the requested deadline.

2 **Clarify and approve.** Confirm the scope, materials, and agreed deadline. Ask the authorized approver to resolve any budget or access requirements before work starts.

3 **Assign an owner.** Name one responsible role and record the next action, due date, and status in the task tracker. Confirm that the owner accepts the assignment.

4 **Track progress.** Update the status and next action as work changes. If blocked or likely to miss the deadline, notify the office manager and agree on a revised plan.

5 **Review the result.** Check the completed work against the agreed scope. Obtain confirmation from the requester or authorized reviewer and record any follow-up.

6 **Close and file.** After review, mark the task Completed, enter the completion date, and save the final file in the approved folder. Keep unfinished follow-up as an open task.

Information boundaries

Use general operational details only. Exclude patient and client medical information, sensitive financial records, identification documents, and passwords. Refer requests involving sensitive records to the authorized person.

Example

KK-011: Update the office supply reorder checklist. The office manager confirms the scope, assigns the operations lead, sets a due date, reviews the revised checklist, and records completion.

Fictional demonstration | verginwaypoints.com | 1

Work Request SOP & Checklist

$125–$225 estimated customization

Turn your process notes into practical steps for intake, scope review, approval, delivery, and closeout.

Let's get started! Visit **verginwaypoints.com** or email **ann@verginwaypoints.com** to describe your project.

Estimates cover straightforward changes to an existing template. New builds and added features are custom quoted. Scope, final price, revision, and delivery date are agreed in writing before work begins.

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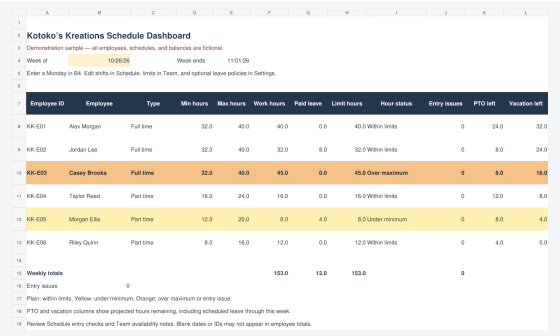
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Kotoko's Kreations Schedule Dashboard

Demonstration sample — all employees, schedules, and balances are fictional.

Week of 10/26/26 Week ends 11/01/26

Enter a Monday in B4. Edit shifts in Schedule, limits in Team, and optional leave policies in Settings.

Employee ID	Employee	Type	Min hours	Max hours	Work hours	Paid leave	Limit hours	Hour status	Entry issues	PTO left	Vacation left
KK-E01	Alex Morgan	Full time	32.0	40.0	40.0	0.0	40.0	Within limits	0	24.0	32.0
KK-E02	Jordan Lee	Full time	32.0	40.0	32.0	8.0	32.0	Within limits	0	8.0	24.0
KK-E03	Casey Brooks	Full time	32.0	40.0	45.0	0.0	45.0	Over maximum	0	8.0	16.0
KK-E04	Taylor Reed	Part time	16.0	24.0	16.0	0.0	16.0	Within limits	0	12.0	8.0
KK-E05	Morgan Ellis	Part time	12.0	20.0	8.0	4.0	8.0	Under minimum	0	8.0	4.0
KK-E06	Riley Quinn	Part time	8.0	16.0	12.0	0.0	12.0	Within limits	0	4.0	0.0
Weekly totals					153.0	12.0	153.0		0		

Entry issues 0

Plain: within limits. Yellow: under minimum. Orange: over maximum or entry issue.

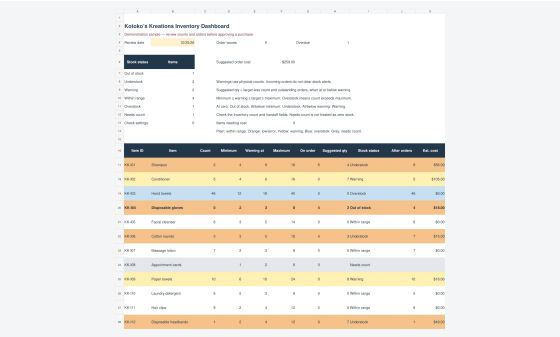
PTO and vacation columns show projected hours remaining, including scheduled leave through this week.

Review Schedule entry checks and Team availability notes. Blank dates or IDs may not appear in employee totals.

Employee Schedule & Dashboard

$275–$550 estimated customization

Review staff availability, planned hours, minimum and maximum hour alerts, and optional PTO or leave categories.



Kotoko's Kreations Inventory Dashboard

Demonstration sample — review counts and values before approving a purchase.

Review date 10/26/26 Order issues 0 Overdue 1

Stock status	Items
Out of stock	1
Understock	3
Warning	2
Within range	4
Overstock	1
Needs count	1
Check settings	6

Suggested order cost $255.00

"Warnings use physical counts. Incoming orders do not clear stock alerts.

Suggested qty = target less count and outstanding orders, when at or below warning.

Minimum + warning = target = maximum. Overstock means count exceeds maximum.

At zero: Out of stock. At below minimum: Understock. At below warning: Warning.

Check the Inventory count and backoff fields. Needs count is not treated as zero stock.

Items needing order 6

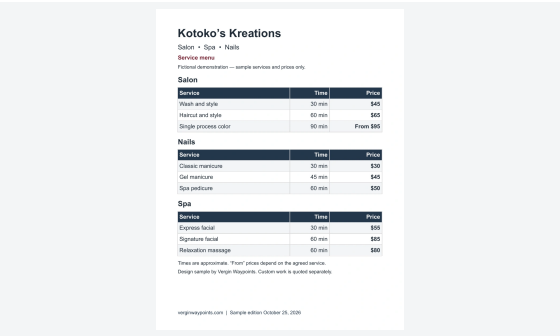
Plan: within range, Orange: Warning, Yellow: warning, Blue: overstock, Gray: needs count.

Item ID	Item	Count	Minimum	Warning at	Maximum	On order	Suggested qty	Stock status	After orders	Est. cost
KK-001	Shampoo	2	4	6	16	6	4 Understock	6	$56.00
KK-002	Conditioner	5	4	6	16	0	7 Warning	5	$105.00
KK-003	Hand towels	46	12	18	40	0	0 Overstock	46	$0.00
KK-004	Disposable gloves	0	3	5	8	4	2 Out of stock	4	$16.00
KK-005	Facial cleanser	6	3	5	14	0	0 Within range	6	$0.00
KK-006	Cotton rounds	3	3	5	10	4	3 Understock	7	$10.50
KK-007	Massage lotion	7	2	3	8	0	0 Within range	7	$0.00
KK-008	Appointment cards		1	2	6	0	Needs count		
KK-009	Paper towels	10	6	10	24	0	0 Warning	10	$15.00
KK-010	Laundry detergent	5	2	3	8	0	0 Within range	5	$0.00
KK-011	Hair clips	8	2	4	12	0	0 Within range	8	$0.00
KK-012	Disposable headbands	1	0	4	10	0	7 Understock	1	$40.00

Inventory & Order Dashboard

$325–$650 estimated customization

Track stock, warning levels, and orders. Includes a printable count sheet for a paper-to-spreadsheet handoff.



Kotoko's Kreations

Salon • Spa • Nails

Service menu

Fictional demonstration — sample services and prices only.

Salon

Service	Time	Price
Wash and style	30 min	$45
Haircut and style	60 min	$65
Single process color	90 min	From $95

Nails

Service	Time	Price
Classic manicure	30 min	$30
Gel manicure	45 min	$45
Spa pedicure	60 min	$50

Spa

Service	Time	Price
Express facial	30 min	$55
Signature facial	60 min	$85
Relaxation massage	60 min	$80

Times are approximate. "From" prices depend on the agreed service.

Design sample by Vergin Waypoints. Custom work is quoted separately.

verginwaypoints.com | Sample edition October 25, 2026

Salon, Spa & Nails Price Menu

$75–$125 estimated customization

Present your services, prices, and appointment lengths in a menu for print or tablet display. Sample salon prices are fictional.

Let's get started! Visit **verginwaypoints.com** or email **ann@verginwaypoints.com** to describe your project.

Estimates cover straightforward changes to an existing template. New builds and added features are custom quoted. Scope, final price, revision, and delivery date are agreed in writing before work begins.

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