SAMPLE — numbers not client proof

Juniper Ridge Plumbing

October 2026

Hi Dana, here is your month at a glance. **Every lead was caught and logged**, and urgent ones were flagged the moment they came in.

YOUR LEADS · Never miss a lead

30	**leads caught and logged** Every one is in your Lead Tracker.
22	**got a "got it" note within minutes** Typical wait: 74 sec. The other 8 were handled another way: 4 first-day tests got a reply draft instead, 2 went to customer-email support, 1 was phone-only (flagged for a call), 1 was logged only.

7	**came in after hours** Evenings and late night, outside Mon–Fri 8–5. All 7 got a "got it" note.
14	**urgent leads flagged HOT** So you knew which ones to call first.
14	**replies drafted, ready to send** Real answers to their questions, written for you.

Where they came from: Email 27 · Website chat 1 · Website form 1 · Google Ads 1

★ BEST SAVE OF THE MONTH

Tom R. emailed at **5:48 PM** on Thu, Oct 29, after the office closed: his kitchen faucet was dripping nonstop and the shutoff wouldn't fully close. He got a "got it" note **61 seconds** later, and a reply was drafted by **5:56 PM**, about 14 hours before the office opened.

CUSTOMER EMAILS · AI customer support

1	**customer email answered** A water heater question, answered for you.
2	EXAMPLE **urgent emails handed to you** Problems that needed a person, sent straight to you.

YOUR DAY · Command Center

3	**urgent emails flagged to you** A billing issue, an emergency and an upset customer.
1	**morning brief delivered** Your inbox summed up before the day started.
5	EXAMPLE **reply drafts ready for you** Answers to everyday emails, waiting for your OK.

Next month: we'll keep catching and logging every lead and flagging urgent ones the moment they arrive. Mark your wins in the Lead Tracker and we'll show jobs won here too.