Fictional example - enquiry register

Quick Admin Fix: £75 | One defined result | Up to two hours | One correction

Brookfield Demo Maintenance and every customer and staff name below are invented. This is a demonstration, not genuine client work or evidence of paid delivery.

12 source rows → 10 distinct enquiries. Two exact duplicates are retained in the source: R11 matches R03; R12 matches R05. Review date: 8 October 2026.

ID	Fictional customer	Request	Status	Owner	Next action	Action due	Review flag	Source rows
F01	Willow Demo Offices	Small repair enquiry	Visit arranged	Mira	Confirm visit details	08 Oct	Due today	R01
F02	Birch Demo Workshops	Supplier availability	Awaiting supplier	Owen	Review supplier reply	07 Oct	Overdue	R02
F03	Cedar Demo Studios	Decoration enquiry	Quote sent	Mira	Review customer response	09 Oct	Scheduled	R03; R11
F04	Elm Demo Stores	Door adjustment	Complete	Owen	Closed	06 Oct	Closed	R04
F05	Aspen Demo Offices	Gutter inspection	New	Mira	Arrange routine assessment	08 Oct	Due today	R05; R12
F06	Willow Demo Offices	Separate paint enquiry	New	Owen	Confirm brief	10 Oct	Scheduled	R06
F07	Oak Demo Workshops	Shelving request	New	Missing	Assign task owner	08 Oct	Owner needed	R07
F08	Maple Demo Studios	Meeting follow-up	Awaiting customer	Mira	Review outstanding details	06 Oct	Overdue	R08
F09	Hazel Demo Stores	Maintenance enquiry	New	Owen	Agree next-action date	Not supplied	Date needed	R09
F10	Beech Demo Offices	Routine supplier coordination	Awaiting supplier	Mira	Review supplier update	08 Oct	Due today	R10

Three due today; two overdue; one owner needed; one date needed; two scheduled; one closed. Separate requests from Willow Demo Offices are both retained. Missing information is flagged without being invented.