Monthly Service Report (sample)

Northfield Plumbing & Heating (fictional) · September 2026 · Reporting period: 1–30 September

SUMMARY

Your website was online and secure throughout September. Two content updates and one improvement were completed, and nothing needs your attention apart from the domain reminder below.

AT A GLANCE

100%	3	214	Rolling
UPTIME THIS MONTH	CHANGES COMPLETED	THREATS BLOCKED	PLAN TERM

SECURITY

- 214 automated threats were identified and blocked automatically before reaching your site. No action was needed from you.
- Most were automated scans looking for WordPress login pages. Your site does not run WordPress, so every attempt failed automatically.
- Security certificates, DNS and infrastructure were checked and remain current.
- Contact form tested on 1 September: the test enquiry reached your inbox.

WORK COMPLETED THIS MONTH

- Opening hours updated for the October half-term week. Requested 8 September, live 9 September.
- New photo of your installation team added to the Services page, replacing the old stock image. Requested 17 September, live 18 September.
- Ongoing improvement (included in your plan): gallery images resized for phones, so the Gallery page loads faster on mobile data. Completed 24 September.

LOOKING AHEAD

Next month we will review your page titles and descriptions ahead of the winter boiler-service season.

PLEASE CONFIRM

Your website shows: Mon to Fri, 7am to 6pm; phone ending 4417; boiler service from £85. Reply if anything has changed.

NEEDS YOUR INPUT

Your domain name renews on 12 November. It is registered in your name, so the renewal is yours to complete: please check the card on your registrar account is still valid.

As always, if anything comes up before next month's report, just reply to this email directly.

Alex Ulfeldt
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