

Mercury Network

Reporting Request Form

In Adobe Reader, fill out the form below with the information requested. After the form has been completed, save the PDF, and e-mail it to MercuryReports@MercuryVMP.com. Alternatively, you can print the PDF file, scan it, and e-mail it as an attachment.

Description of Report

Purpose of Report:

Measure turn time, credit card activity, view completed reports or open reports, etc.

Filter Criteria for the report:

Orders placed in the last 90 days, orders completed in the last 90 days, etc.

List fields you would like to see in the report:

Available fields are from the VMP XSite (if used) or Mercury Network. (e.g. Tracking number, loan number, borrower, property address, date, etc.)

Will this report be recurring, or a one-time job?

Choose either *Recurring* or *One-time* – don't choose both.

Recurring (choose all applicable options)

Daily

Weekly

Monthly

Quarterly

Yearly

If daily:

Every day

Weekdays only

Specific days
(elaborate below)

Elaborate on your choices here: _____

One-time:

Recipients of the report:

Enter the e-mail address of anyone who should receive this report.
