-----Original Task-----

Subject: [$Subject]<
Priority: [Priority]><

Start date: [Start Date]><
Due date: [Due Date]><

Status: [Status]><
% Complete: [% Complete]><
Date completed: [Date Completed]><

Total work: [Total Work]><
Actual work: [Actual Work]><

Contacts: [Contacts]><
Companies: [Companies]><

Mileage: [Mileage]><
Billing information: [Billing Information]><

Requested by: [$From]>