

Expedite Requests

04/14/2026 2:49 pm MDT

Keep tabs on expected returns

Quickly send expedite requests to your suppliers or customers with customizable report formats and email templates, speeding up the review and approval process. Gone are the days of manual tracking and chasing down documents.

What are expedite reports?



Expedite reports are automatically-generated reports of coming due/overdue documents that are currently with the target (e.g., customer). These reports are intended to prompt the return of these documents and keep the project on schedule.

See it in action

This video shows how to configure and send expedite requests in DocBoss:

Generate reports in seconds

DocBoss makes it easy to send expedite requests, helping you to receive returns faster.



Pick your target(s)

Expedite reports can be sent to any submittal target, and can even be sent to internal DocBoss users!



Send multiple reports simultaneously

Reports can be generated for multiple projects and multiple different targets all in one simple step.



Templated email

Speed things up with pre-formatted, target-specific email templates, filling in all the relevant details automatically.

How to send an expedite report

It's easy!

Step 1: Choose the project(s) you'd like to send reports for

Step 2: Select the target(s) to send reports to

Step 3: Click "Send"

Customize to your preferences

Configure the report details and choose how recipients will receive them.

Choose the file type

Expedite reports can be provided in HTML or as an exportable Excel file. Excel-based reports can be further customized with a template, providing the exact details the recipient needs to take action.

Adjust the format

Documents within the report are organized by your preferred grouping (by submittal number, document code, or date range), and are sorted within each group. You can also choose to include documents approaching their due date, or only past-due documents.

Generate previews

Review the email and generate the report before sending, ensuring the output meets your requirements.

Make adjustments

Different projects require different settings? No problem. Expedite report settings are unique to each project, allowing for cross-project variability.

Learn more about what DocBoss can do for you

Book a [personalized demo](#) with one of our Product Specialists today to see how these features can be customized to suit your company's needs.

Or, check out our other features [here](#).
