[Company name]

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Carpenter job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number	[JOB-0001]
Date	[Date]
Customer	[Customer name]
Contact number	[Phone]
Job site address	[Full site address]
Timber specification	[e.g. treated softwood / oak / MDF]
Finish	[e.g. oiled / painted / unfinished]
Drawings / plans reference	[Drawing number or description]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Treated timber 4x2, 3.6m	[qty]	
Sheet material - [18mm ply / MDF]	[sheets]	
[Ironmongery, e.g. hinges / handles]	[qty]	
Screws, plugs and adhesives	[qty]	

Labour

[Company name]

Operative	Start	Finish	Hours
[Name]			

Completion

Work completed	[Yes / No - if no, what remains]
Follow-up required	[Yes / No - details]

Sign-off

Operative	Customer	Date