[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Carpenter materials list

Everything the job needs - specified, sourced and costed before work starts.

Job number	[JOB-0001]
Site address	[Full site address]
Prepared by	[Name]
Date	[Date]

Materials

Item	Specification / size	Qty	Supplier	Cost
Treated timber 4x2, 3.6m	[qty]	[Supplier]	[£ cost]	
Sheet material - [18mm ply / MDF]	[sheets]	[Supplier]	[£ cost]	
[Ironmongery, e.g. hinges / handles]	[qty]	[Supplier]	[£ cost]	
Screws, plugs and adhesives	[qty]	[Supplier]	[£ cost]	

Totals

	Amount
Estimated materials total	[£ amount]

Sign-off

Prepared by	Approved by	Date