[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.

Construction progress photo log

Photographic record of progress - dated, located and filed.

Date	[Date]

Photo log

Date	Location	Description	Taken by	File ref

Sign-off

Name	Signature	Date