[Company name]

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Electrician 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]
Circuit reference	[e.g. DB1 - circuits 4–6]
Isolation point	[e.g. main switch, locked off]
Existing installation condition	[e.g. satisfactory / C1-C3 observations]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Twin & earth cable 2.5mm	[length]m	
Double sockets	[qty]	
[Accessory, e.g. RCBO / downlights]	[qty]	
Consumer unit - [ways]	[qty]	

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

[Company name]

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

Sign-off

Operative	Customer	Date