**[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.

# Landscaper daily log

A daily record of landscaping work - areas worked, plants in, weather.

| | |
|---|---|
| **Date** | [Date] |
| **Job number** | [JOB-0001] |
| **Site address** | [Full site address] |
| **Weather** | [e.g. overcast, 16°C] |
| **Operatives on site** | [Names] |

## Log

| Area | Work done | Materials / plants used | Notes |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

## Notes

[e.g. rear beds planted; turf laid on front - water tonight]

## Sign-off

| Name | Signature | Date |
|---|---|---|
| | | |