[Company name]

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Landscaper 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]
Site access	[e.g. side gate, 1m wide / through garage]
Soil type and drainage	[e.g. heavy clay, poor drainage]
Existing features to keep	[e.g. mature apple tree, existing shed]
Design reference	[Drawing / plan number]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Plants - [as per planting plan]	[qty]	
Turf	[rolls / m²]	
Topsoil	[bulk bags]	
Paving / timber - [spec]	[qty]	

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

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

[Company name]

Sign-off

Operative	Customer	Date