[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.

Painter 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]
Paint brand, colour and finish	[e.g. Dulux matt - Jasmine White]
Surface preparation notes	[e.g. fill, sand, mist coat new plaster]
Rooms / areas included	[e.g. hall, stairs, landing + 3 bedrooms]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Emulsion - [colour], [size]L	[tins]	
Primer / undercoat	[tins]	
Filler, caulk and sandpaper	[qty]	
Brushes, rollers and dust sheets	[qty]	

Labour

[Company name]

Operative	Start	Finish	Hours
[Name]			

Completion

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

Sign-off

Operative	Customer	Date