[Company name]

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Plasterer 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]
Room / area	[e.g. lounge, hallway and two bedrooms]
Surface type	[e.g. bare brick / existing plaster / plasterboard]
Finish required	[e.g. skim to paint-ready / float and set]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Multi-finish plaster 25kg	[bags]	
Bonding plaster 25kg	[bags]	
Corner beads 2.4m	[qty]	
Scrim tape 90m	[rolls]	

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