[Company name]

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Roofer 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]
Roof type	[e.g. pitched / flat / mansard]
Pitch / falls	[e.g. 35° pitch / 1:40 falls]
Access	[e.g. independent scaffold / tower / ladder]
Existing covering	[e.g. concrete interlocking tiles, 1970s]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Roof tiles - [type]	[qty]	
Roofing battens 25x50mm	[length]m	
Breathable membrane	[rolls]	
Lead flashing - code [4/5]	[length]m	

Labour

Operative	Start	Finish	Hours
[Name]			

[Company name]

Completion

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

Sign-off

Operative	Customer	Date