[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.

Tiler 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. family bathroom - walls and floor]
Tile type and size	[e.g. 600x300 ceramic, matt]
Substrate condition	[e.g. plasterboard, primed / uneven screed]
Pattern	[e.g. straight / brick bond / herringbone]

Work description

[Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Tiles - [type, size]	[m² + 10% wastage]	
Tile adhesive - [rapid-set / standard]	[bags]	
Grout - [colour]	[bags]	
Trim / edging - [type, length]	[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