

JOB MATERIAL & LABOR RECORD

CLIENT	LOCATION
JOB	STARTING DATE
JOB NUMBER	COMPLETION DATE
START DATE	JOB DESCRIPTION
DATE COMPLETED	NOTES
TELEPHONE	

LABOR EXPENSES

Name	Date	Total Hours	Rate	Net Cost	Total Cost
TOTAL					

MATERIALS

Item	Dates	Mark-up	Net Cost	Total Cost
TOTAL				

OTHER EXPENSES

Item	Date	Total Cost
TOTAL		

TOTAL NET COST	
TOTAL COST TO CLIENT	
GROSS PROFIT	