Business name _____
Address _____
Phone _____
Email _____
VAT no. _____

JOB SHEET

Builder

Job no. _____
Date _____

CUSTOMER

ADDRESS OF THE WORK

WORK ASKED FOR

WORK DONE

Arrived _____ Left _____ Hours _____

CHECKS

	Done	N/A
Site induction given and risk assessment done	☐	☐
Scaffold and access checked and tagged	☐	☐
Building control inspection booked or passed for this stage	☐	☐
Work matches the drawings and specification	☐	☐
Variations agreed in writing, with price	☐	☐
Hidden work (foundations, drainage, steels) photographed before covering	☐	☐
Materials delivered checked against the order	☐	☐
Site secure and tidy at the end of the day	☐	☐

MATERIALS USED

Item	Qty

NOTES, PHOTOS TAKEN, ANYTHING TO COME BACK FOR

SIGN-OFF

Customer signature _____ Date _____

Builder signature _____ Date _____

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