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

JOB SHEET

Carpenter & Joiner

Job no. _____
Date _____

CUSTOMER

ADDRESS OF THE WORK

WORK ASKED FOR

WORK DONE

Arrived _____ Left _____ Hours _____

CHECKS

	Done	N/A
Sizes checked against the drawing or survey	☐	☐
Timber and doors checked on delivery for damage	☐	☐
Doors hung with even gaps all round	☐	☐
Fire doors: label kept, gaps and seals checked, closer fitted and adjusted	☐	☐
Ironmongery fitted and working	☐	☐
Floors and finished surfaces protected	☐	☐
Offcuts and dust cleared away	☐	☐
Customer walked round the finished work	☐	☐

MATERIALS USED

Item	Qty

NOTES, PHOTOS TAKEN, ANYTHING TO COME BACK FOR

SIGN-OFF

Customer signature _____ Date _____

Carpenter & Joiner signature _____ Date _____

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