

COMPANY NAME

WORKSHEET

Address

REPORT

Web/Email

NO:

Phone Number

Customer Name:

Address:

Works Order No

Contact Name:

Date:

Tel No:

Email:

**TYPE OF WORKS**

Fixed Price  Additional  Call-out Request  Materials Purchase Only

**DESCRIPTION OF WORKS**

Multiple empty text input fields for describing the work.

**EMPLOYEE SIGNATURE**

Empty text input field for employee signature.

**ADDITIONAL INFORMATION**

Empty text input field for additional information.

**HOURS WORKED**

Employee Name	Mon	Tues	Weds	Thurs	Fri	Sat	Sun

**MATERIALS ORDERED/USED**

Order No	Supplier	Description	No.	Cost Price

We/I am satisfied that the works carried out are to our satisfaction

Two empty text input fields for customer satisfaction.

Signed CUSTOMER Representative

Print CUSTOMER Representative