

JOB MATERIAL & LABOR RECORD

Prepared by: _____

Date: _____

MATERIALS

Date	Item	Quantity	Unit price	Amount

TOTAL:

LABOR

Date	Name	Hours	Rate	Amount

TOTAL:

TRAVEL AND MISCELLANEOUS EXPENSES

Date	Description	Amount

TOTAL:

Job description:

Job name:

Job number:

Location:

Telephone:

Starting date:

Completion date:

COST RECORD

ITEM	AMOUNT
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Materials: _____

Labor: _____

Travel and miscellaneous: _____

Other (specify): _____

TOTAL JOB COST: