[Company name]

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Landscaper job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number: _____

Date: _____

Customer: _____

Contact number: _____

Job site address: _____

Site access: _____

Soil type and drainage: _____

Existing features to keep: _____

Design reference: _____

Work description [Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Plants - [as per planting plan]	[qty]	
Turf	[rolls / m²]	
Topsoil	[bulk bags]	
Paving / timber - [spec]	[qty]	

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

Work completed: _____

Follow-up required: _____

Sign-off

Operative: _____ **Customer:** _____ **Date:** _____