[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Painter 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: _____

Paint brand, colour and finish: _____

Surface preparation notes: _____

Rooms / areas included: _____

Work description [Describe the work to be done]

Parts and materials used

Part / material	Qty	Notes
Emulsion - [colour], [size]L	[tins]	
Primer / undercoat	[tins]	
Filler, caulk and sandpaper	[qty]	
Brushes, rollers and dust sheets	[qty]	

Labour

Operative	Start	Finish	Hours
[Name]			

Completion

Work completed: _____

Follow-up required: _____

Sign-off

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