

JOB # \_\_\_\_\_

JOB NAME \_\_\_\_\_

CUSTOMER ORDER # \_\_\_\_\_



DATE \_\_\_\_\_

# DAILY TIME & MATERIAL RECORD

## LABOR

EMPLOYEE	EMPLOYEE #	REG. TIME	TIME & 1/2	DOUBLE TIME	TOTAL

## EQUIPMENT

DESCRIPTION	SOURCE	TICKET #	TOTAL HOURS

## MATERIAL

VENDOR	QUANTITY	DESCRIPTION	DATE RECEIVED	TICKET #

SUPERINTENDANT SIGNATURE \_\_\_\_\_

APPROVAL SIGNATURE \_\_\_\_\_