

Job card

Free printable / fillable template · Complete with recorded facts only

BUSINESS / CONTACT DETAILS

JOB REFERENCE / DATE

CUSTOMER

WORKER / ATTENDEE

SITE ADDRESS / ASSET DETAILS

ITEM / LOCATION AND REQUESTED WORK

WORK COMPLETED (ONLY WHAT ACTUALLY HAPPENED)

MATERIALS / QUANTITIES RECORDED

TIME / COMPLETION DATE

OBSERVATIONS / OUTSTANDING FOLLOW-UP

CUSTOMER ACKNOWLEDGEMENT

I acknowledge receipt of this record. This is not a safety approval and does not waive legal rights.

Name: _____ Signature: _____ Date: _____