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 | **DAY WORK / JOB SHEET.**  | **Reported on Date:** | **28/06/2017** |
| **Client order No** |  |
| **Client:** |  | **HWW Job No.** |  |
| **Requested by:** |  | **Contact No:** |  | **Works date** |  |
| **Works issued to:** |  | **Details Taken By** |  |
|  |
| **Trades person** | **Trade** | M. | T. | W. | Th. | F. | Sat | Sun. | Total hrs | X. Rate £s |  £ p |   | **Work address** |   |   |   |
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|   |   |   |   |   |   |   |   |   |   |   |   |   | **Post code:**  |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   | **Brief description of reported works** |   |
|   |   |   |   |   |   |   |
| **Materials** |   |  |
| **Qty** |  | **Description** |  |  | Price |  £ p |   | **Qty** | **description** |  |  |  | Price |  £ p |   |  |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  |
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|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | ***Please describe any extra works over the page.*** |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   | **Trades person signature** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   | C/F |   |   |   |   |   |   |   |   | TOTAL |   |   | **Customer Representative** |   |
|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|   | *Highlighted areas must be completed by the trades person on completion of works* |   |   |   |   |   |   |
| ***Please make sure the customer is happy with all works completed, the site is clean and tidy, and any problems explained. Ensure this sheet is signed by yourself and the customers' representative. Return to the office within 48hrs of completing works, and hand to Louise or place in delivery notes tray along with any corresponding material receipts.*** |
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