Job sheet

Sample job sheet #7012 from Example Painting Co. for Jordan Sample, 123 Main Street, Anytown, October 14. Made-up business, client and job.

TASK OR PART	QUANTITY	NOTES
Patch nail holes and a dent, walls	9 patches	Sanded smooth
Spot-prime patches	1	
Paint walls, eggshell	2 coats	Color name and code written on this sheet for touch-ups
Paint ceiling, flat white	1 coat	
Paint trim and door, semi-gloss	1 door, 52 ft of trim	
Wall paint used	2 gallons	
Ceiling paint used	1 gallon	
Trim paint used	1 quart	
Spackle, tape and plastic sheeting	1 lot	From our stock
Time on site	8 hours	8:00 to 4:00, with a 30-minute lunch
Left with the client	1 quart	Leftover wall paint, labeled
Follow-up	None	Client walked the room and signed the paper copy