JOB CARD

Business	[Your business name]	Job number	
Date		Technician	

Client and site

Client name		Phone	
Site address		Email	
Access / keys / pets		Order / PO no.	

The job

Job type	
Work requested	
Arrived	Finished:
Work done	

Materials and parts used

Item	Qty	Batch / serial (if any)	Notes

Follow-up

Photos taken?	Yes / No How many:
Further work needed?	Yes / No Details:
Next visit due	

Sign-off

Technician signature		Client signature	
Name		Name	

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