

Job Costing Sheet

Work out what one job actually cost, so the next quote is based on a figure rather than on a feeling about the last one.

What one job actually cost: labour, materials, plant and everything else, set against what was charged.

COST THE JOB, THEN PRICE THE NEXT ONE

Most small jobs are priced from memory of the last one. Costing two or three properly is the cheapest pricing research there is, and the answer is usually uncomfortable.

Job or customer

Job number

Quoted price

Started

Finished

LABOUR

Date	Who	Task	Hours	Rate	Cost

MATERIALS, PLANT AND OTHER COSTS

Date	Supplier	What	Invoice	Cost

Total cost

Charged

Difference

Would you price it the same again