Work Order and Materials Record

Run a job that lasts longer than a day without losing track of what was ordered, what arrived, and what changed after the work started.

A longer form for a job that runs over several days — the tasks, the materials ordered and delivered, and the variations that always appear once the work has started.

> **VARIATIONS, IN WRITING, THE SAME DAY**
> Write variations down the day they are agreed, and note who agreed them. A variation recorded here is evidence that the conversation happened; it is not itself an agreement, and it does not replace one.

Work order no. _____ Raised by _____ Date raised _____ Target completion _____

Client _____ Site address _____ Site contact _____

SCOPE OF WORK AS AGREED

TASKS

Task	Assigned to	Start	Finish	Done	Notes

Free to print, copy and use — including at work. Not for resale.

Task	Assigned to	Start	Finish	Done	Notes

MATERIALS ORDERED AND DELIVERED

Ordered	Material	Qty	Supplier	Order no.	Delivered	Checked by

VARIATIONS AND ADDITIONAL WORK

Date	Variation	Requested by	Agreed by	Effect on time	Cost

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