Your logo

TIME-AND-MATERIALS REPORT

No. _____ Date _____

Company | Site

Client | Reference (e.g. additional order of ...)

PEOPLE AND HOURS

Name	Role	Hours	Rate CHF	Amount CHF
Total				

WORK CARRIED OUT

MATERIAL

Quantity	Unit	Description	Delivery note

EQUIPMENT AND MACHINERY

Equipment	Hours

Date, signature (work carried out by)

Date, name and signature client / site management