WEEKLY LABOR / MATERIAL / EQUIPMENT REPORT

MULTITASK PROJECTS

BRANCH NAME	OUR CONTRACT NUMBER	JOB NAME		DATE
CUSTOMER NAME		CUSTOMER ORDER NO	SUBMITTED BY	REPORT NO
DESCRIPTION OF WORK				

TASK KEY NUMBER EACH · USE BELOW	① TASK 1	② TASK 2	③ TASK 3	④ TASK 4	⑤ TASK 5	⑥ TASK 6

LABOR — straight time only · one row per task, up to 6 tasks per employee

EMPLOYEE NAME / CLASSIFICATION	TASK #	M	T	W	T	F	S	S	TOTAL HOURS	RATE (ST)	SUBTOTAL	EXPENSE	MISC.	EXTENSION
		straight-time hours per task, one task per row — up to 6 tasks each												
													SUBTOTAL	
													× (markup)	
													TOTAL LABOR	$

MATERIAL

TASK	QUAN	DESCRIPTION	UNIT	EXTENSION	TASK	QUAN	DESCRIPTION	UNIT	EXTENSION
								SUBTOTAL	
								× (markup)	
								TOTAL MATERIAL	$

EQUIPMENT / MISCELLANEOUS

TASK	QUAN	DESCRIPTION	UNIT	EXTENSION	TASK	QUAN	DESCRIPTION	UNIT	EXTENSION
								SUBTOTAL	
								× (markup)	
								TOTAL EQUIP. / MISC.	$

TOTALS BY TASK

TASK	WHAT THE TASK WAS	LABOR HRS	LABOR $	MATERIAL $	EQUIP $	TASK TOTAL
①						
②						
③						
④						
⑤						
⑥						
					TOTAL AMOUNT OF REPORT NO. ________	$

By my signature, I acknowledge that the work set forth on this report is extra work outside the scope of Irex Argus base contract, that Irex Argus will be paid the additional compensation for this work as stated hereon, and that I am authorized to approve this work.

SIGNED, CUSTOMER, NAME ____________________ **BY** ____________________

DATE ____________________ **TITLE** ____________________