*Insert your
Company Name
and Address*

*Insert your
COMPANY LOGO here*

To use your company stationery, delete the header and footer.

JOB CARD

Customer :	_____	Job Number :	_____
Address :	_____		
	_____	Date Received :	_____
	_____	Date to be completed :	_____
	_____	Instruction taken by :	_____
Contact :	_____	Job done by :	_____
Tel. No.:	_____	Time started :	_____
Fax No.:	_____	Time completed :	_____

Instructions

_____

_____

Material				Labour Costs			
Description	**Quantity**	**Unit Price**	**Total**	**Description**	**Quantity**	**Unit Price**	**Total**
	Total :				**Total :**		
	Vat @ ____ % :				**Vat @ ____ % :**		
	Total Due :				**Total Due :**		

Total Cost of Job :   **R** _____