

# ABC Contractors Inc

## DAILY REPORT

No. 1

55 Main Street  
Sometown, PA 99999

Phone: (555) 555-5555  
Fax: (555) 555-5554

**TITLE:** Daily Report

**PROJECT:** Sample Project-1  
Sample Project #1

**DATE:** 07/23/2012

**DAY:** Monday

**COMPANY:** ABC Company

**RPT PERIOD:** Daily

**CONTACT:** Tom Jones

**JOB:** Sample job #1

**CONTRACT/PO:** Proj#1

**TEMPERATURE:** 90 - 100

**PRECIPITATION:** None

**SKY:** Partly Cloudy

**WIND:** 0 - 10

### WORK

Pour Foundation for Balcony

### SCHEDULE

<u>Num</u>	<u>Title</u>	<u>Assigned To</u>	<u>Start</u>	<u>End</u>	<u>% Comp</u>	<u>Status</u>
01230	Prepare site for foundation	Cory Smith	07/23/12	07/23/12	100%	Closed
01275	Start laying stone work	Cory Smith	07/23/12	07/23/12	25%	Open

### WORKFORCE

<u>Num</u>	<u>Category</u>	<u>Company</u>	<u>Classification</u>	<u>Num</u>	<u>Hrs</u>	<u>Location</u>	<u>Notes</u>
1	cat1- JOhn AAAALLLLLLLvw	testSub	LABORER- JOHN SMITH	3	8	on site	Manual Laborers

### VISITORS

<u>Num</u>	<u>Time</u>	<u>Company</u>	<u>Name</u>	<u>Notes</u>
1	1130am	Architects R Us	Jane Doe	Remeasure Bedroom

### EQUIPMENT

<u>Num</u>	<u>Description</u>	<u>Company</u>	<u>Num</u>	<u>Type</u>	<u>Location</u>	<u>Notes</u>
1	Backhoe	ABC Company	1	Small	on site	

### MATERIALS DELIVERED

<u>Num</u>	<u>Time</u>	<u>Material Name</u>	<u>Qty</u>	<u>Location</u>	<u>Ref Num</u>	<u>Description</u>	<u>Company</u>	<u>Notes</u>
1								

### SAFETY

No safety issues to report

Prepared By: Tom Jones

Signed: \_\_\_\_\_

Date: 7/23/2012