
ABC Contractors**PUNCH LIST**456 Some St.
Sometown, PA 17777**Phone:** (555) 555-9999
Fax: (555) 555-7777

TITLE: Punch List**PROJECT:** Sample Project
Sample Project #1**OPENED:** 07/01/2002**TO:** Tom Smith
Sample Company
55 Lakeview Drive
Sometown, US 55555-5555
Phone:555-555-1234 Fax:555-555-2345**CONTRACT/PO:** Proj#1**STARTED:** 07/03/2002**COMPLETED:** 07/15/2002**REQUIRED:** 07/21/2003

REMARKS:

Please add these items to the existing list.

Num Code	Description	Location	Status	Opened	Started	Req.	Comp.	Value
1 95-B	Wood 24 - 2 x 4 x 10	Phase 1 location	Closed	07/01/02	07/03/02	07/21/02	07/15/02	\$96.00
2 118-C	Pipe 30 - 5 x 5 x 15	Phase 1 location	Closed	07/01/02	07/03/02	07/21/02	07/15/02	\$150.00
3 126-A	Wire Coil - 300 ft - 25	Phase 1 location	Closed	07/01/02	07/03/02	07/21/02	07/15/02	\$1,250.00
							Total:	\$1,496.00