

Time and Materials Log

Client Information

Date	City	Telephone
Client Name	State	
Address	Zip	

Project Information

Project Number	City	Work Performed
Project Name	State	Week Ending
Project Address	Zip	

Labor Details

Name	Trade	Straight Time	Overtime
1.			
2.			
3.			

Material Details

Description	Unit	Quantity
1.		
2.		
3.		

Time and Materials Log

Equipment Details

Description	Unit	Quantity
1.		
2.		
3.		

Comments

Comments

Client Signature

Client Name

Date

Client Signature

Contractor Signature

Contractor Name

Date

Contractor Signature