

ABC Contractors Inc

DAILY REPORT
No. 2

55 Main Street
Sometown, PA 99999

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

TITLE: Daily Report
PROJECT: Sample Project
Sample Project #1
DATE: 02/03/2006
DAY: Friday
COMPANY: Brown Contruction
RPT PERIOD: Daily
CONTACT: Tim Brown
JOB: Job #123
CONTRACT/PO: Proj#1
TEMPERATURE: 40 - 50 **PRECIPITATION:** Drizzle **SKY:** Overcast **WIND:** 10 - 20

WORK

work remarks
Meeting Time: 10:00 AM Location: Jobsite Remarks: Remarks are here

SCHEDULE

<u>Num</u>	<u>Title</u>	<u>Assigned To</u>	<u>Start</u>	<u>End</u>	<u>% Comp</u>	<u>Status</u>
1	Task title	Greg Towne	06/26/06	07/26/06	40%	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	Category1	Sub 1	class1	4	32	building 1	notes
2	Category1	Sub 2	class1	2	16	building 1	notes

VISITORS

<u>Num</u>	<u>Time</u>	<u>Company</u>	<u>Name</u>	<u>Notes</u>
1	10:00am	Architects R Us	Joe Architect	Visitor notes
2	3:00pm	Sample Company	Mr Sample Co	Visitor notes

EQUIPMENT

<u>Num</u>	<u>Description</u>	<u>Company</u>	<u>Num</u>	<u>Type</u>	<u>Location</u>	<u>Notes</u>
1	Backhoe	tracy builders	32621	EQ Type	EQ Location	EQ Notes

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	9:45	mat name	5	building 1	po # 2005	Mat Desc	Mat CO	Mat notes

CC: Tim Brown, Brown Contruction
Greg Towne, General Contractors, Inc.
Britco Wall Systems

Prepared By prepared by

Signed: _____

Date: 6/26/2006

Signed by