

The following pages are a few examples of jobsheets that have been produced from Infotek Software's JOBSHEET PRO.

Each customer's requirements are often similar but with unique changes and sometimes they can be very different. Job sheets can be one page long or many more. We've done 3 page jobs sheets for some customers

The layout is very flexible and any of the job data entered can be exported to the required position by repositioning the [printmarks] corresponding to the program job data.

Infotek Software can make the templates for you OR you can create new ones and modify existing ones to suit. It is a straight forward process using a free HTML page editor (similar to that used for web pages) - see our help section from within the Jobsheet Pro program.

LOGO HERE

your company
your address1
your address2
your address3
your address4
Tel: your address5 | your phone
EMAIL: your mobile

EXAMPLE (1) Appointment Sheet

JOB NO: Job:506

Order No	123456	
CUSTOMER: Infotek Software Address1 Address2 Toen County Postcode 01234 5678987 071239876578	SITE ADDRESS: Infotek Software Address1 Address2 Toen County Postcode Phone: 01234 5678987 Mobile: 071239876578	
Appointment Date:	07/02/2013	
Appointment Note:	Beware of the dog	
Engineer:	Harry	
REQUEST: 1) Remove the old widget 2) Clean the fittings and frame 3) Fit the new widget 4) Test system for leaks 5) Complete safety certificates 6) Clean up and sign job sheet		

		PROJECT:	Job:506
Order No:	123456	Appointment Date	07/02/2013
CUSTOMER: Infotek Software Address1 Address2 Toen County Postcode Phone: 01234 5678987 Mobile: 071239876578		SITE ADDRESS: Infotek Software Address1 Address2 Toen County Postcode Phone: 01234 5678987 Mobile: 071239876578	
Job Description:	New widget	Target Date	07/02/2013
Job Info 1	Green	Job Info 2	Red
Job Info 3	Blue	Been Invoiced	No
JOB DESCRIPTION: 1) Remove the old widget 2) Clean the fittings and frame 3) Fit the new widget 4) Test system for leaks 5) Complete safety certificates 6) Clean up and sign job sheet			

ENGINEERS REPORT/COMMENTS

THE ABOVE WORKS HAVE BEEN COMPLETED TO MY SATISFACTION:

	CUSTOMER	ENGINEER
PRINT:		
SIGNATURE:		
DATE:		

		PROJECT:	Job:506
Order No:	123456	Appointment Date	07/02/2013
CUSTOMER: Infotek Software Address1 Address2 Toen County Postcode Phone: 01234 5678987 Mobile: 071239876578		SITE ADDRESS: Infotek Software Address1 Address2 Toen County Postcode Phone: 01234 5678987 Mobile: 071239876578	
Job Description:	New widget	Target Date	07/02/2013
Job Info 1	Green	Job Info 2	Red
Job Info 3	Blue	Been Invoiced	No
JOB DESCRIPTION: 1) Remove the old widget 2) Clean the fittings and frame 3) Fit the new widget 4) Test system for leaks 5) Complete safety certificates 6) Clean up and sign job sheet			

ENGINEERS REPORT/COMMENTS

(IF INCOMPLETE PLEASE STATE ONE OF THE FOLLOWING)

1. RETURN VISIT REQUIRED	
2. MATERIALS ORDERED / TO BE COLLECTED	
3. QUOTATION PREPARED TO CARRY OUT FURTHER WORKS	

CUSTOMER		ENGINEER
PRINT:		
SIGNATURE:		
DATE:		

LOGO HERE

your company

your address1

your address2

your address3

your address4

your address5

Tel: your phone | your mobile

EMAIL: your email

EAXAMPLE (4) SERVICE CALL REPORT

JOB NO: Job:506

Target Date 07/02/2013	Order No 123456	Appointment Note 071239876578			
CUSTOMER: Infotek Software Address1 Address2 Toen County Postcode 01234 5678987 071239876578		SITE ADDRESS: Infotek Software Address1 Address2 Toen County Postcode Phone: 01234 5678987 Mobile: 071239876578			
Job Description:		New widget			
Job Info 1:		Green			
Job Info 2:		Red			
Job Info 3:		Blue			
REQUEST: 1) Remove the old widget 2) Clean the fittings and frame 3) Fit the new widget 4) Test system for leaks 5) Complete safety certificates 6) Clean up and sign job sheet		ACTION TAKEN:			
FIRST:		SECOND:		THIRD:	
PARTS USED:		QUANTITY:	TRAVEL TIME:	LABOUR TIME:	LABOUR TIME:
ENGINEER:		CUSTOMER SIGNATURE:		CUSTOMER (PRINT NAME):	

Qty:	Description:	Price:	VAT:	Total: