Time and materials field ticket

Complete one ticket per job and work date. Keep the signed copy with the invoice.

Project and job site	Work date	Ticket number

Contractor or crew	Authorization or change order reference

Work performed and location on site

Labor

Worker or trade	Task	Hours	Hourly rate	Amount

Materials

Item or receipt reference	Quantity	Unit	Unit price	Amount

Ticket totals

Labor total	Materials total	Combined total before tax or markup

Site acknowledgment

I confirm the work, hours and material quantities recorded above.

Representative name and role	Signature	Date signed

Compliments of BillGrid