

Time & Material Log Template

PROJECT INFORMATION

Project Name:

Project Number:

Date:

TIME ENTRIES

Date	Employee Name	Trade	Hours Worked	Hourly Rate	Total Cost	Description
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MATERIAL ENTRIES

Date	Item Description	Quantity	Unit	Unit Price	Total Cost	Vendor	PO Number
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EQUIPMENT ENTRIES

Date	Equipment Description	Hours Used	Hourly Rate	Total Cost	Notes
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SUMMARY

Total Labor Cost:

Total Material Cost:

Total Equipment Cost:

Total T&M Cost:

Markup %:

Markup Amount:

Total Invoice Amount:

NOTES

Additional Notes:

Prepared By:

Date: