Your Company Name Here

1234 Main St.

Your Town, State and ZiP

Job No._____

Date_____

Workman_____

Customer: ❑ Old ❑ New

Classification_____

Telephone_____

Name_____ Bill to_____

❑ Owner ❑ Tenant ❑ Owner ❑ Tenant

Job at_____ at_____

City_____ Zip_____ City_____ Zip_____

Work Ordered: (DESCRIBE FULLY)_____

MATERIAL USED	AMOUNT	

CALIFORNIA VERSION

TIME	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	
From								
To								Total Hours
Hours								

ENTERED

Invoice _____

Journal _____

Ledger _____

Cards _____

Material		
Tax		
Service		
Permits - Insurance		
Trucks - Equipment		
TOTAL		

TO OUR CUSTOMERS: Service men are required to have work slip signed. This is done in order to protect you, the workmen, and ourselves, and to enable us to give you absolute satisfactory service. You are respectfully requested to examine material and labor statement before workmen leave the job, and if you find everything satisfactory, okay this ticket. If service is unsatisfactory, in any way, please phone our office immediately.

A PENALTY WILL BE CHARGED AT THE RATE OF 1 1/2% PER MONTH ON UNPAID BALANCES AFTER 30 DAYS OF INVOICE DATE. ANNUAL PERCENTAGE RATE 18%.

"I find the time and material charged above satisfactory and agree to pay for same on presentation of invoice, and further agree to pay reasonable charges for collection, including attorneys fees in the event of default."

Signed_____

By_____

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, CA 95826.

Form 30

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