

FOR YOUR WIP SCHEDULE • ONE PAGE

JOB SHEET

COMPANY NAME

AS-OF DATE (LAST DAY OF THE MONTH)

FILLED IN BY

WHICH JOBS

One line for every job still open on the as-of date, and one for every job you finished this year.

JOB NAME

Exactly as it shows in QuickBooks, customer part included — for example Smith Homes:Kitchen remodel.

OPEN OR CLOSED THIS YEAR

Write open or closed.

CONTRACT AMOUNT

The price in the signed contract, before change orders.

The total of change orders the owner has approved. A minus sign for a deduction. Leave out ones still waiting.

ESTIMATED TOTAL COST

What you now expect the whole job to cost when it is finished, including what is already spent. Open jobs only.

RETAINAGE HELD

Money you have billed that the owner is holding back until the end of the job.

Yes if your QuickBooks invoices show the full amount before retainage is taken off; no if the invoice total is what is left after it.

Leave the box empty. Never guess: that job is listed and left out of the totals until you send the figure.

THE TWO QUICKBOOKS REPORTS

Also export from QuickBooks Online, report period **All Dates** through the same as-of date: **Profit and Loss by Customer** (or **Project profitability summary**) and **Invoice List**. Send the three to info@noumansadiq.com after the consent is signed. Nothing else: no bank statements, tax returns, passwords or QuickBooks backups.