

TEMPLATE · FREE RESOURCE LIBRARY · DIRT WORK BID SCHOOL

Time and Materials Daily Ticket

A one page daily ticket for work billed on time and materials: who was there, what ran, what got used, what got done, and a signature from somebody on site before anybody goes home.

Who it is for. Anybody billing hourly or time and material who has ever had an invoice queried three weeks later and had nothing but a memory to argue with.

The ticket is the invoice

On time and material work the argument is never about the rate. It is about whether the hours happened. A signed daily ticket ends that argument before it starts, because the person disputing the invoice is looking at their own signature.

Get it signed the same day, on site, by whoever is actually there. A signature next week from somebody who was not present is worth very little.

Fill one out even when nobody is there to sign it. Write down who you asked and that they were not on site. An unsigned contemporaneous ticket still beats a reconstruction.

Ticket header

TICKET NUMBER	DATE
JOB NAME AND LOCATION	CUSTOMER OR GENERAL CONTRACTOR
WORK AUTHORISED BY, PRINTED NAME	HOW IT WAS AUTHORISED: VERBAL, TEXT, EMAIL OR WRITTEN CHANGE ORDER
WEATHER	START TIME ON SITE
FINISH TIME ON SITE	

Labour

NAME	TRADE	START	FINISH	BREAK	REG. HOURS	OT HOURS	RATE	AMOUNT

NAME	TRADE	START	FINISH	BREAK	REG. HOURS	OT HOURS	RATE	AMOUNT

Equipment

One line per machine. Standby is a separate line from working, and it should be.

UNIT	DESCRIPTION	WORKING HOURS	STANDBY HOURS	RATE BASIS	AMOUNT

Materials and disposal

MATERIAL OR SERVICE	SUPPLIER	TICKET OR DOCKET NUMBER	QUANTITY	UNIT	AMOUNT

Staple the supplier tickets and the weigh or dump dockets to this sheet. A docket number with no docket is a number.

Trucking

TRUCK OR CARRIER	MATERIAL	LOADS	HOURS	RATE BASIS	AMOUNT

Subcontractors on site today

SUB	SCOPE WORKED	HOURS OR QUANTITY	AMOUNT

Work performed

Three or four plain sentences. What you did, where, and anything that slowed you down. This is the part that gets read in six weeks.

WORK PERFORMED TODAY

DELAYS, AND THE CAUSE

INSTRUCTIONS RECEIVED ON SITE, AND FROM WHOM

EXTRA WORK NOT COVERED BY THE ORIGINAL SCOPE

SAFETY INCIDENTS OR NEAR MISSES

PHOTOGRAPHS TAKEN, YES OR NO

Signature

Do not leave without this.

SIGNED ON SITE BY, PRINTED NAME

COMPANY

SIGNATURE

DATE AND TIME SIGNED

OUR REPRESENTATIVE, PRINTED NAME

OUR SIGNATURE

A signature is not an agreement about price

Most site signatures acknowledge that the hours and quantities shown are correct. They usually do not agree the rate, and they do not turn extra work into an approved change order on their own.

If the work on this ticket is outside your contract scope, write that on the ticket and follow your contract's change order clause as well. The ticket proves the work happened. The change order is what gets it paid at the right number.

Where this comes from

Every code, standard and statute this sheet leans on. Check them.

AIA Contract Documents

<https://www.aiacontracts.com/>

A201 general conditions and the A401 subcontract are the forms most commercial dirt work is signed under.

Ladders into module 05, Hourly, By the Foot, or Lump Sum.

Checkered Flag Excavation, Inc. De Soto and Festus, Missouri. Founded 2000. Free to print, copy and hand to anybody. Not legal, tax or engineering advice.

<https://dirtworkbusiness.com/library/time-and-materials-ticket>