

JOB SHEET

Client _____

Tel: _____

Email: _____

Job Description _____

Delivery Date _____

Person in Charge _____

Staff Involved	Capacity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Cost of Service S\$ _____ +gst @ 7% _____

Invoice Triggered [date] _____

Payment Received [date] _____