JOB ORDER CONTROL

BUILDING	PBS JOB NO.	SHEET OF

AGENCY AND ORDER NO.

DESCRIPTION OF WORK

WORK TO BE ACCOMPLISHED BY

- ☐ FORCE ACCOUNT
- ☐ CONTRACT
- ☐ COMBINATION

SUMMARY OF ESTIMATES *(Attach all backup details, etc.)*

ESTIMATED	CARPENTER	ELECTRICIAN	PAINTER						TOTALS
NO. HOURS									
HOURLY RATE									
LABOR COST									
MATERIAL COST									
CONTRACT COSTS									
SUBTOTAL									
GENERAL EXPENSE COST @ _____ %									
TOTAL COSTS									

DATE STARTED	DATE COMPLETED

ACTUAL JOB COST

LABOR	
MATERIAL	
CONTRACT	
SUBTOTAL	
GEN. EXP.	
TOTAL	

MAN-HOURS CHARGED								DOLLAR COSTS				EST. % COMP
ESTIMATED	CARPENTER	ELECTRICIAN	PAINTER				**TOTAL**	LABOR	MATERIAL	CONTRACT	**TOTAL CUMULATIVE**	
TOTAL												

COST RECORD OF MATERIALS USED

PBS JOB NO.

DATE	SOURCE	REMARKS	AMOUNT
			$
		TOTAL MATERIAL COSTS	$

RECORD OF CONTRACT AND OTHER COSTS

DATE	SOURCE	REMARKS	AMOUNT
			$
		TOTAL CONTRACT AND OTHER COSTS	$