JOB SHEET

Record of a service job: work requested, labour, parts and sign-off. Yellow cells are inputs; hours, amounts and totals are formulas. Not an invoice: VAT goes on the invoice.

Job no.:	JS-2026-0412	**Date:**	23 Nov 2026
Customer:	The Corner Kitchen Ltd	**Order / PO:**	PO-781
Site address:	14 Market Row, York YO1 8AB	**Contact:**	R. Singh

Work requested:	Kitchen extractor fan not running. Replace fan; price agreed by phone as labour at hourly rates plus parts.

Technician	Role	Date	Start	Finish	Break (min)	Hours	Amount (£)	Rate (£/h)
A. Brown	Engineer	23/11/2026	09:00	11:30	0	2.50	£137.50	£55.00
L. Green	Apprentice	23/11/2026	09:00	11:30	0	2.50	£75.00	£30.00
							£0.00	
							£0.00	
Labour						**5.00**	**£212.50**	

Part code	Description	Qty	Unit price (£)	Amount (£)
EF-150	Extractor fan 150 mm	1	£89.00	£89.00
DC-150	Duct clamp 150 mm	2	£4.50	£9.00
TE-1.5	Twin and earth cable 1.5 mm², per metre	3	£1.20	£3.60
				£0.00
				£0.00
				£0.00
Materials				**£101.60**
Total to invoice, excluding VAT				**£314.10**

Work carried out:	Fan motor seized. Isolated supply, removed old unit, fitted new EF-150 with new clamps, tested extraction and isolator. Left working.
Follow-up needed:	None

Sign-off	Name	Signature	Date
Customer			
Technician			

The VAT tax point for a service is normally when all the work except invoicing is complete (VAT Notice 700, 14.2.1). If no price or time was fixed, a reasonable price and a reasonable time apply (Consumer Rights Act 2015 ss.51-52; Supply of Goods and Services Act 1982 ss.14-15).