

SUMMARY OF TIME SHEETS

<u>Person</u>	<u>Day</u>	<u>Job</u>	<u>Direct Labor Hours</u>	<u>Admin Hours</u>
Laborer #1	1			
	2			
	3			
Laborer #2	1			
	2			
	3			
Laborer #3	1			
	2			
	3			

SUMMARY OF MATERIALS REQUISITIONS

<u>Person</u>	<u>Day</u>	<u>Job</u>	<u>Item</u>	<u>Qty</u>	<u>Cost per Unit</u>	<u>Extended Cost</u>
#1	1	A				
	3	Indirect				
#2	1	Indirect				
	2	B				
		Indirect				
#3	1	A				
	2	Indirect				

<i>JOB COST SHEET A</i>							
	Direct Labor			Direct Material		Applied Overhead	
	Hours	Rate	Total	Units	Total Cost	\$5 per hour	Total
<b>Day 1</b>							
#1		\$ -	\$ -		\$ -	\$ -	\$ -
#2							
#3							
<b>Day 2</b>							
#1							
<b>Day 3</b>							
#1			-		-	-	-
			\$ -		\$ -	\$ -	\$ -

<i>JOB COST SHEET B</i>							
	Direct Labor			Direct Material		Applied Overhead	
	Hours	Rate	Total	Units	Total Cost	\$5 per hour	Total
<b>Day 2</b>							
#2		\$ -	\$ -		\$ -	\$ -	\$ -
#3							
<b>Day 3</b>							
#1							
#3			-		-	-	-
			\$ -		\$ -	\$ -	\$ -