

**TIME & MATERIAL — EXTRA WORK REPORT**

**CHRIS ANDERSEN  
ROOFING & ERECTING CO., INC.**

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**A)**

CHRIS ANDERSEN FOREMAN & CREW NOT TO PROCEED WITH WORK UNLESS PART A IS COMPLETED AND SIGNED BY AUTHORIZED REPRESENTATIVE.

\_\_\_\_\_  
CONTRACTOR / COMPANY

DATE \_\_\_\_\_

\_\_\_\_\_  
(WORK REQUESTED BY)

YOUR ORDER No. \_\_\_\_\_

\_\_\_\_\_  
JOB

OUR JOB No. \_\_\_\_\_

\_\_\_\_\_  
DESCRIPTION OF WORK AUTHORIZED:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I AM A REPRESENTATIVE OF THE ABOVE NAMED COMPANY / CONTRACTOR AND HAVE THE AUTHORITY TO, AND DO AUTHORIZE THIS WORK.

**B)**

BY \_\_\_\_\_ TITLE \_\_\_\_\_

LABOR: (SHOP TIME NOT INCLUDED IN THIS REPORT AND IS EXTRA (IF ANY) )

DATE	TRADE	NO. OF WORKERS	HOURS EACH MAN	TOTAL NO. OF HOURS	MILES / DAY PER MAN	TRUCK(S) USED	TOLLS DAILY
	FM						
	JM						
	FM						
	JM						
	FM						
	JM						
	FM						
	JM						
	FM						
	JM						
TOTALS:		FOR OFFICE USE _____					

MATERIAL:  
(SHOP MATERIAL NOT INCLUDED IN THIS REPORT AND IS EXTRA (IF ANY) )

\_\_\_\_\_  
\_\_\_\_\_

**C)**

(FOREMAN: COMPLETE IN 3 PARTS:  
PART 3 TO PERSON ACCEPTING WORK,  
PART 1 & 2 TO OFFICE.)

**Job Is Complete**

CONTRACTOR  
COMPANY \_\_\_\_\_

BY \_\_\_\_\_ TITLE \_\_\_\_\_

AUTHORIZED REPRESENTATIVE