[YOUR CONSTRUCTION BUSINESS]

PUNCH LIST

Every item to complete or correct, one line each — the trade that owns it and the date it was done

PROJECT	_____
ADDRESS	_____
WALK-THROUGH DATE	_____
WALKED BY	_____
TARGET DATE FOR THE LIST	_____

Number the items so a phone call can name one. Write the room and the wall, not “upstairs”. One list per floor for a big job, and the list is finished when every line has a date.

[Your construction business] · [Your phone] · [Your website]

#	LOCATION	ITEM TO COMPLETE OR CORRECT	TRADE	DONE (DATE)

#	LOCATION	ITEM TO COMPLETE OR CORRECT	TRADE	DONE (DATE)

Free from zarla.com/guides/punch-list-template. Replace every [bracketed] line. Put your latest jobs on your website with the photos from the daily report, and send the quote and the invoice from the same place: zarla.com/website-builder/construction