

Call forward sheet

Site address: 16 Breaville Close, Breaville
Client: David and Jo Smith
Contact no: 8765 4319

Project no: 246
Building surveyor: Bob Brown
Office number: 8009 3211

			Ordering		Supplier details			
	Task/activity	Order no.	Order day	Delivery date	Material supplier	Contractor	Supplier contact no.	Instructions or comments
Base stage								
21	Order toilet	100100	10/11/07	15/11/07		Hire Me	9847 7788	Emptied weekly. Call for unscheduled service.
22	Order crossover	100105	10/11/07	15/11/07		Hire Me	9847 7788	
23	Order temporary fencing	100106	10/11/07	16/11/07		Melbourne Temp Fencing	9587 5547	
24	Earthworks	100109	3/11/07	18/11/07		Jack Excavations	8745 1154	
25	Prepare flooring	100110	15/11/07	18/11/07		Carpenters R Us	9536 4780	
26	Stormwater rough in	100111	3/11/07	19/11/07		Paul's Plumbing	9854 4547	
27	Under slab sewer	100112	8/11/07	19/11/07		Paul's Plumbing	9854 4547	
28	Order timber	100114	3/11/07	18/11/07	Timber Specialists		9541 1111	