



HANDY LEGAL DOCUMENT FOR THE CONTRACTOR'S TOOL BELT

Time and Materials Work Ticket Authorization Form

Often a contractor is asked to perform extra work on a project on a time and materials basis. This type work is a likely candidate for a payment dispute. Signed time and materials tickets, such as the one below, can go a long way toward getting payment.

YOUR COMPANY LOGO
YOUR NAME, ADDRESS AND CONTACT INFORMATION

DATE _____

PROJECT _____ CONTRACTOR _____

TIME & MATERIAL DAILY LOG AND AUTHORIZATION

LOG OF WORK:

MATERIALS USED	TYPE	UNIT COST	TOTAL	
			\$	
EQUIPMENT USED	HOURS	RATE	TOTAL	
			\$	
NO. WORKERS	LABOR USED	HOURS	RATE	TOTAL
				\$

DAILY TOTAL COST \$ _____

By signing below I acknowledge that the portions of work, labor, services and materials reflected herein have been completed and supplied by CONTRACTOR per a change directive and that CONTRACTOR is due payment for this, plus profit and overhead, as additional compensation over and above the contract price. Additionally, this acknowledges that the work, labor, services and materials reflective herein have been provided and performed in accordance with the directive and with the contract documents, plans and specifications and that the amounts, quantities, rates and prices listed herein are accurate.

Authorized Representative of [INSERT NAME OF CONTRACTOR FOR WHOM WORK IS BEING PERFORMED]

Time and materials authorizations like the one above are also a reminder to be careful about what your field personnel sign on a Project. Owners or general contractors may be presented forms like this by lower level contractors asking that they sign this document "so my boss will know I was here today." However, trying to be helpful the document may be signed unwittingly without reading the notation above the signature that references payment for "extra work."

If you have any questions about this or implementing the Time and Materials Work Authorization as a part of your Contractor's Tool Belt, please let us know.

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